

CONTRACT ADMINISTRATOR

DEFINITION

Under direction, performs a variety of contract administration duties in support of all District departments including reviewing and analyzing District contracts to ensure compliance with applicable requirements and laws; serves as the risk manager related to insurance requirements for procurements and related District needs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing contractual and analytical duties in support of all District departments. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Assignments are given with general guidelines and positions are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Prepares contract documents, reviews documents, completes forms, and facilitates review and approval process; approves contracts by reviewing and verifying scope of work, contract terms and requirements, and required contractor/consultant documentation including insurance and Department of Industrial Relations registration.
- Works collaboratively with project teams and/or District staff to create bid documents such as request for proposal (RFP), invitation for bid (IFB), and request for qualification (RFQ) documents by gathering and reviewing information submitted, completing District templates, and processing review and approval of final documents.
- Posts bid documents in accordance with noticing requirements; facilitates bid process including coordinating pre-bid meetings and posting questions and answers documents and addendums; monitors bid expiration and closes bids.
- Reviews submissions to ensure qualifications are met and submissions meet requirements; facilitates bid evaluation process by scheduling evaluation team and reviewing evaluations; completes award notification; resolves bid and/or vendor disputes/protests consults with legal representatives as needed.
- Negotiates contract terms to include pricing for District agreements as needed; maintains negotiation procedures.
- Applies contractual standards and provides technical support for the consistent administration and management of consultant and/or inter-agency agreements.
- Analyzes contracts to ensure fund availability; meets with project managers and District staff to review contracts, project status, and fund balance; meets with accounting staff to resolve

- invoice issues; attends pre-construction and pre-bid meetings as needed.
- Serves as risk manager for contract administration by performing risk assessments for recommended insurance requirements and reviewing and ensuring vendor, consultant, and contractor compliance with District policies and funding agency and regulatory requirements.
- Assists in the development of contractual standards and District-wide policies and procedures in accordance with District rules and regulation and all applicable laws; develops and maintains standard operating procedures for the section as needed.
- Prepares and processes a variety of contracts, staff reports, correspondence, forms, and other documents for review, approval, tracking, and/or recordation.
- Verifies and reviews contracts, documents, records, and reports for completeness and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of materials submitted.
- Maintains accurate and detailed databases, spreadsheets, contracts, and records; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with District Records Policy and retention guidelines including archiving, scanning, and destructing files.
- Researches and compiles data from various sources and generates reports according to established procedures and practices.
- Develops and provides training to District staff on a variety of contract and purchasing programming activities, including contracts, insurance, scope development, P-Card, bid evaluation, and other related topics.
- Performs inventory control duties in a back-up capacity as assigned, including operating variety of warehouse equipment such as pallet jack forklift, overhead crane, and other material handling devices in a safe and effective manner.
- Reads, understands, and ensures compliance with the District's Safety Manual; attends safety meetings as required; reports all accidents, violations, or infractions to supervisors.
- Performs related duties as assigned.

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Modern principles, practices, and methods of public and governmental procurement and contract administration.
- Principles, practices, and techniques of drafting and administering contracts and enforcing contract provisions.
- Sources and types of products, commodities, and services used by a water and wastewater utility.
- Research, data collection, and reporting techniques, methods, and procedures.
- Business correspondence writing and the standard format for contracts, reports, correspondence, agendas, and related documents.
- Methods of preparing and processing various records, reports, forms, and applications.
- Business arithmetic.
- Record keeping and filing system methods, principles, and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform professional procurement, and contract administration activities.
- Analyze, interpret, summarize, and present administrative and technical data and legal requirements associated with contract development and administration in an effective manner.
- Research, analyze, and evaluate new service delivery and improvements in operations, methods, procedures, and techniques.
- Review, interpret, evaluate, develop, and negotiate vendor/contract-provided terms and conditions to minimize contractual risk.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures and standards relevant to work performed.
- Prepare and process various contracts, correspondence, forms, procurement documents, and other documents for review, approval, tracking, and/or recordation.
- Make accurate mathematical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a closely related field.

Experience:

- Three (3) years of increasingly responsible experience in contracts administration with a public utility.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.
- When assigned to inventory control, ability to obtain, and maintain, a valid Forklift Operator certificate within one (1) month of assignment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Office and warehouse environment; some exposure to variable temperatures in the warehouse; frequent interaction with District staff and the general public.

PHYSICAL

• Level One

Incumbents require sufficient mobility to work in an office and occasionally in a warehouse setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift and/or carry moderate amounts of weight; bend, stoop, kneel, and crawl; climb stairs and ladders occasionally; operate assigned vehicle and equipment; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.