

SENIOR CONTRACT ADMINISTRATION MANAGER

DEFINITION

A Senior Contract Administration Manager manages contracting activities associated with the administration, development, bidding, and negotiation of procurement in areas such as architectural and engineering, construction, acquisition of goods, and general or professional services.

TYPICAL DUTIES

Manages, directs, and supervises subordinate staff in the negotiation, daily administration, and review and award of contracts for procurement of goods and general or professional services, architectural and engineering, and/or construction related activities and ensures compliance with District procedures, contract provisions, and applicable codes and regulations.

Develops and implements acquisition strategies relating to goods and general or professional services; design and construction contracts, such as lump sum; fixed price; unit costs; design-build; job order contracting; lease-back; etc.

Prioritizes and oversees the development of Requests for Proposals (RFP), Invitations for Bids (IFB), Requests for Information (RFI), Requests for Qualification (RFQ), and negotiated contracts and procurement.

Oversees the advertising, pre-qualification, pre-award, recommendation to award, and post-award functions for IFB solicitations and contracts.

Oversees the selection process, reviewing and forwarding the work of the selection panel and the panel chairperson to the procurement officer for approval.

Reviews bid specifications and/or scope of work prior to advertising.

Coordinates and oversees the processing of bid and contract documents.

Makes decisions relating to responsibility of bidders.

Reviews and analyzes contracts, advises on contract provisions, and recommends approval of contracts for submission to the Board of Education.

Analyzes and interprets provisions of federal and State regulations and California Education Code sections pertinent to contracts and agreements.

Analyzes issues, prepares reports, and recommendations, and provides briefings regarding technical project specific contractual matters to the Board of Education and various committees.

Acts as a liaison between managers, contractors, and District personnel regarding bid and contract administration processes.

Coordinates with departments in the District in managing business outreach efforts to encourage business participation in contracts with the District.

Consults with District administrators and legal counsel regarding the legal interpretation of procurement and/or contract terms and conditions and issues such as claims and law revisions.

Trains staff and conducts in-service training programs related to contract administration activities.

Evaluates staff performance and conducts progressive disciplinary procedures when needed.

Allocates resources for projects.

Interprets and applies provisions of collective bargaining agreements.

Identifies and evaluates equipment, supplies, techniques, and systems to determine appropriateness and applicability for use within the Procurement Services Division.

May act in place of a higher-level manager in case of absence.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Contract Administration Manager manages contract administration activities associated with the prequalification, development and negotiation of procurement, construction, architectural and engineering, professional services, and goods and general services contracts.

The Director of Contracts Administration (Facilities) assists in the daily administration of the branch, participates in planning, organizing, and directing branch functions, carries out particularly complex or sensitive projects, and acts for the Deputy Chief Procurement Officer (Facilities) as required.

The Director of Contracts Administration and Procurement Services plans, organizes, and directs the activities of a multi-section department including the administration of Professional and General Services, all aspects of competitive bid, and Contract Processing. Establishes requirements for strategic master contracts to support grant applications and purchase requirements. Oversees Division support services, District Credit Card Program, Small Business Enterprise, and Vendor Services.

A Contract Administration Manager manages contract administration activities associated with the prequalification, development and negotiation of procurement, construction, goods, general services, and/or professional services contracts.

SUPERVISION

General supervision is received from a higher-level administrator such as the Director of Contracts Administration (Facilities) or Director of Contracts Administration and Procurement Services. General supervision is exercised over Contract Administration Managers, Assistant Contract Administration Managers, Purchasing Services Managers, and/or other lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Legal terminology related to professional services, goods and general services, architectural and engineering, and construction contract administration
- Principles and practices of procurement, contract administration, and expenditure control
- Provisions of federal and State regulations and applicable codes pertaining to contracts, surety bonds, and insurance
- Regulations governing equal opportunity and contractor licensing requirements
- Computer systems capabilities and methods applicable to a wide variety of procurement and business services
- Principles of organization, personnel management, and progressive disciplinary procedures
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- Principles of work flow process mapping and reengineering
- Acquisition life cycle and planning
- Cost and price analysis
- Microsoft Office

Ability to:

- Plan, organize, assign, direct, and review the activities of a large group of employees
- Exercise good judgment in making decisions
- Recognize, analyze, and deal effectively with problems and issues
- Synthesize facts, concepts, and influences that affect organizational procedures and evaluate operational effectiveness
- Analyze acquisition data to develop strategic acquisitions
- Utilize database system tools to effectively manage workload

Estimate cost of materials and labor
Communicate effectively, both orally and in writing
Work effectively with administrators, District personnel, contractors, and the public
Work with a wide variety of financial, contract, and/or construction computer systems
Understand, interpret, and apply laws, rules, regulations, policies, and procedures relating to contract administration
Supervise, train, and evaluate the work of direct and non-direct reporting personnel
Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
Maintain confidentiality

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in engineering, business or public administration, finance, school business administration, law, or a related field.

Experience:

Six years of professional contract administration experience comprised of one or more of the following facets of contracting:

- Formal Competitive Bidding (IFB) in construction contracting
- Formal Competitive Bidding Invitation for Bid (IFB) in Goods and General Services contracting
- Professional Services and/or Architectural and Engineering and contract administration

The above experience must have included three years of supervising contract administration staff, of which one year must have included experience managing through subordinate supervisors.

Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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JPK