

		Unit
DEPUTY CHIEF PROCUREMENT OFFICER (FACILITIES)	1979	VS
DIRECTOR OF CONTRACTS ADMINISTRATION (FACILITIES)	1968	VS

## DEFINITION

Plans, organizes, directs, and coordinates the activities of procurement, public works contracts, professional services contracts, post-award activities, architectural and engineering contracts, and project management agreements for the Facilities Services Division. The Director of Contracts Administration (Facilities) oversees the staff responsible for the day-to-day management of professional services contracts.

## TYPICAL DUTIES

Directs and oversees the development and implementation of procurement policy for all District construction contracts and agreements.

Implements innovative changes in procurement strategies.

Oversees and directs legal aspects of contracting strategy to enhance efficiency and minimize procurement related litigation.

Plans, organizes, directs and coordinates strategic implementation planning and acquisition efforts for facilities contracts administration, and professional services contracts associated with existing facilities modernization and new construction.

Develops and recommends policies and procedures for contracting for shared risk management between the District and performing contractors.

Oversees the management and development of facilities programs created to increase the pool of qualified Small Business Enterprise (SBE) firms competing for LAUSD bond-funded construction, architecture, engineering, and professional service contracts.

Develops specific implementation plans to achieve strategic and operational goals associated with contracting methods.

Establishes and maintains controls systems for facilities contracts administration, and professional services contract activities.

Prepares and presents reports to the Board of Education regarding the status of construction and professional services agreements.

Plans, develops, and recommends policies and procedures related to facilities contract administration and professional services agreements.

Directs the facilities contractor prequalification process.

Represents the District in meetings with outside legal counsel, project managers, and contractors.

Consults with other District managers as required.

Interprets legislation and reviews legal opinions affecting the facilities contracts bidding process, and professional services agreements.

Reviews and approves contract dispute mediation findings and settlements.

Acts as a hearing officer while conducting and rendering decisions regarding the procurement and enforcement of Facilities Contracts, including bid protest, bid appeals, responsibility hearings, and subcontractor substitution hearings.

Assumes responsibility for particularly complex contract actions or sensitive projects.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Deputy Chief Procurement Officer (Facilities) organizes, directs, and coordinates the activities of the Facilities Contract units within the Facilities Services Division. 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 Chief Procurement Officer is responsible for the planning and coordination of District-wide purchasing and contracting activities as a part of the Office of Educational Services.

The Chief Facilities Executive is the administrator responsible for the District's facilities construction and school utilization programs, the management of District properties, and the maintenance of building and grounds.

The Deputy Chief Facilities Executive assists in the overall administration and management of District facilities and acts for the Chief Facilities Executive in case of absence.

## SUPERVISION

The Deputy Chief Procurement Officer (Facilities) receives administrative direction from the Chief Procurement Officer and exercises administrative direction over the Director of Contracts Administration (Facilities) and other lower-level managerial and technical staff. A Director of Contracts Administration (Facilities) receives administrative direction from the Deputy Chief Procurement Officer (Facilities) and exercises administrative direction over lower-level managerial and technical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Legal aspects of construction contracting
- Contracts and contracting methodology utilized in acquiring professional services
- Organization and functions of District administrative units
- California Code of Regulations, California Labor Code, California Government Code, and California Building Standards Administrative Code
- Computer programs and databases that may be utilized in the administration and tracking of facilities contracts
- Public works and construction contracting processes
- Principles of supervision and project management
- Participation barriers confronting small businesses in construction, architecture, engineering, and other professional services in obtaining school building construction contracts
- Source selection/best value acquisition procedures
- Principles and practices of technical evaluation boards
- Contract bonding policy and requirements
- Principles of budget and budgetary control
- Accounting principals, including the development of overhead rates and allowable costs in developing delay impact analysis
- Environmental impact issues related to construction and repair of facilities
- Characteristics and methods used on construction and design of facilities
- Basic District personnel rules, regulations, and policies

Ability to:

- Interpret laws, regulations, and policies that affect acquisition, planning, construction and professional services contract procedures
- Oversee and manage administrative and contract functions in a multiple-unit organization
- Apply existing labor laws and policy to contracting methodologies
- Effectively manage a large staff with a diverse functions and abilities
- Anticipate and provide solutions to barriers and challenges confronting small businesses and local workers
- Maintain effective relations with outside contractors, other District administrators, and representatives of public agencies
- Work effectively under pressure of strict deadlines and shifting priorities
- Develop effective written reports and oral presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation with a bachelor's degree from a recognized college or university preferably with a major in architecture, engineering, construction management, business or public administration or related field or an advanced degree in any subject. An advanced degree in Business Administration or Public Administration is preferred. Courses in accounting, school finance, personnel management and communications are preferable.

Experience:

Deputy Chief Procurement Officer (Facilities)

Eight years of professional level analytical or managerial experience with government contracting processes, including at least three years of experience managing personnel responsible for the development and administration of large construction contracts or professional services contracts in a program greater than \$200 million.

Director of Contracts Administration (Facilities)

Six years of professional level analytical or managerial experience with government contracting processes, including at least two years of experience managing personnel responsible for the development and administration of large construction contracts or professional services contracts in a program greater than \$200 million.

Special:

Any one of the following is preferable:

- A valid Certified Federal Contracts Manager (CFCM), or;
- A valid Certified Professional Contracts Manager (CPCM) credential by the National Contract Management Association (NCMA)

AND

- A valid California Driver License.
- Use of an automobile.

## SPECIAL NOTE

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

This 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 and Retitled

11-16-15

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