

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION  
Class Codes

|   |      | Unit           |
|---|------|----------------|
| CONTRACT ADMINISTRATION MANAGER           | 2359 | Mgmt.-District |
| ASSISTANT CONTRACT ADMINISTRATION MANAGER | 2360 | Mgmt.- Unit J  |

#### DEFINITION

The Contract Administration Manager manages contract administration and procurement activities associated with the prequalification, development and/or negotiation of architectural and engineering, construction, goods, general services, and/or professional services contracts. The Assistant Contract Administration Manager assists the Contract Administration Manager in the performance of duties.

#### TYPICAL DUTIES

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

Develops and implements goals, objectives, policies, procedures, work standards, and internal controls.

Prioritizes and oversees the development of Requests for Proposals (RFP), Invitations for Bids (IFB), and/or Requests for Qualification (RFQ) documents.

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

Oversees the selection process and due diligence requirements, reviewing and forwarding the work of the selection panel and the panel chairperson to the contracting officer for approval.

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

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 and prepares reports and recommendations regarding technical and project specific contractual matters to the Board of Education and various committees.

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

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.

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

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

Performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

An Assistant Contract Administration Manager assists the Contract Administration Manager in the performance of duties.

A Senior 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

### Contract Administration Manager

General supervision is received from a Senior Contract Administration Manager, branch director, or deputy branch director. General supervision is exercised over Assistant Contract Administration Managers and/or other lower-level personnel.

### Assistant Contract Administration Manager

General supervision is received from a Contract Administration Manager, Senior Contract Administration Manager, branch director, or deputy branch director. General supervision is exercised over lower-level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Legal terminology related to procurement, construction, and architectural and engineering 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 contractor licensing requirements
- Principles of organization, personnel management, and progressive disciplinary procedures
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- Cost and price analysis
- Acquisition life cycle and planning
- Microsoft Office

### Ability to:

- Exercise good judgment in making decisions
- Develop and implement goals, objectives, policies, procedures, and internal controls
- Recognize, analyze, and deal effectively with problems and issues
- Analyze acquisition data to develop strategic acquisitions
- Utilize database system tools to effectively manage workload
- Communicate effectively, both orally and in writing
- Work effectively with administrators, District personnel, and the public
- Work well under pressure of multiple priorities and short deadlines
- Work with a wide variety of financial, contract, and construction computer systems
- Supervise, train, and evaluate the work of direct and nondirect reporting personnel
- Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
- Understand, interpret, and apply laws, rules, regulations, policies, and procedures
- Maintain confidentiality

## ENTRANCE QUALIFICATIONS

### Contract Administration Manager

#### 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:

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

- Prequalification (PQ) and pre-award in construction 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 contract administration,

The above experience must have included three years of supervisory experience that involved overseeing the development and administration of contracts.

#### Special:

A valid California Driver License.  
Use of an automobile.

### Assistant Contract Administration Manager

#### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business or public administration, finance, school business administration, law, or a related field. Qualifying experience in addition to that listed below may be substituted for the required education on a year-for-year basis for up to two years.

#### Experience:

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

- Prequalification (PQ) and pre-award in construction 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 contract administration.

The above experience must have included two years of providing technical work direction or supervisory experience that involved overseeing the development and administration of contracts.

Special:

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. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.

Revised  
06-23-14  
HV