

DIRECTOR OF CONTRACTS ADMINISTRATION

DEFINITION

Plans, organizes, and directs the activities of a multi-section department (RFP and Contract Development) including the administration of Professional and Non-Technical Services, all aspects of competitive bid, and Contract Processing.

TYPICAL DUTIES

- Develops, recommends, and administers policies relative to professional and non-technical services contracts.
- Directs the negotiation, preparation, processing, and administration of competitive bid contracts for goods and services.
- Directs the formulation of procedures for processing contracts and agreements with contractors, surety companies, school districts and individuals and assist with the resolution of problems.
- Plans and administers the department budget and controls expenditures for other appropriations.
- Administers the preparation of reports to the Board of Education and, upon approval, directs the execution of contracts and proofs of loss and claim settlements on behalf of the Board of Education.
- Solicits and implements legal opinions relative to contracts, goods and professional services.
- Acts as a hearing officer while conducting and rendering decisions regarding bid protest and bid appeals.
- Administers compliance with the District's Ethics Policy.
- Plans, directs, and reviews training for staff and others affected by the services of the branch.
- Provides advice to other departments and branches in regard to the procurement of stock and non-stock goods, professional services, and contract administration.
- Presents written and oral reports to administrators, committees, or the Board of Education regarding contract matters.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Contract Administration plans, organizes, and directs the activities of a multi-section department (RFP and Contract Development) including the administration of Professional and Non-Technical Services, all aspects of competitive bid, and Contract Processing.

The Director of Compliance, Grants and Strategic Contracting Coordination is the Procurement administrator responsible for developing the procedures to administer education code, California Public Contract code, carrying out Board policy, and establishing 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. .

The Chief Procurement Officer administers District-wide procurement services by planning, organizing, implementing, and reviewing all policies and procedures related to contracting, purchasing, warehousing, and delivery of goods and services to schools and offices.

SUPERVISION

The Director of Contract Administration receives general supervision from the Chief Procurement Officer and exercises general supervision over lower-level management and/or supervisory personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Legal aspects of general goods and services, and professional services contracting
- Legal bases and sources of finance of California public education
- Principles and practices of organization, management, budget preparation, procurement, contract administration, and expenditure control
- General goods and services, and professional services contracting processes
- Contract bonding policy and requirements
- Accounting principles, including the development of overhead rates and allowable costs in developing delay impact analysis
- Procedures and techniques of operations analysis, records development and management, and statistical analysis and presentation
- Computer systems capabilities and methods applicable to a wide variety of procurement and business services
- Principles of public relations
- Principles of training, employee evaluation, and employee relations
- Collective bargaining law and labor agreements in the District
- Applicable concepts of progressive discipline

Ability to:

- Interpret laws, regulations, and policies that affect contracts, general goods and services, and professional services contract procedures
- Effectively manage a large staff with diverse functions and abilities
- Work effectively under pressure of strict deadlines and shifting priorities
- Plan, organize, and direct complex technical operations involving coordination of efforts of multiple specialized units
- Analyze complex problems, identify solutions and implement plans to solve problems
- Communicate effectively orally and in writing with persons at various levels of understanding
- Conduct meetings and make presentations
- Synthesize facts, concepts, and influences that affect systems and procedures
- Make, support, and explain recommendations and decisions
- Estimate project requirements and organize resources to meet goals and deadlines
- Direct and evaluate staff training
- Establish and maintain effective relationships with parents, community representatives, outside contractors, service providers, administrators in the District and other public and private organizations, union officials and employees.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in school business management, business or public administration, or a related field. Courses in school business management, accounting, systems and procedures, research, data processing, and personnel management are preferable. An advanced degree in Business Administration or Public Administration is preferable.

Experience:

Four years of contract administration experience at the executive or administrative level in an organization with at least 500 employees or in a school district with an enrollment of at least 10,000, or, in the Los Angeles Unified School District, two years of experience as a deputy to a director of a branch or as the manager of administrative support services for a division or branch.

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 change typical duties of the position at any time.

Revised
07-01-13
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