

## FACILITIES CONTRACTS ADMINISTRATOR

### DEFINITION

Plans, organizes, and directs activities related to construction contracts and the administration of contractor pre-qualification services, contract bid and award, and post-award administration.

### TYPICAL DUTIES

Develops, recommends, and administers policies relative to award, execution and administration of construction contracts, including lease-lease back (17406) and design build (17250) contracts.

Directs the preparation, processing, and administration of contracts for public works and construction.

Plans and administers the department budget and controls expenditures for other appropriations.

Administers the preparation of reports to the Board of Education related to the execution and administration of construction contracts.

Solicits and implements legal opinions relative to construction contracts, public works, construction law task order contracts, and facilities support.

Acts as a hearing officer while conducting and rendering decisions regarding bid protest, bid appeals, safety, prequalifications, subcontractor substitution hearings, and meetings of concern, and determinations of responsibility.

Coordinates activities with District management personnel and organizational departments such as Educational Services, Construction, Construction Inspection, Design, Maintenance & Operations, Labor Compliance Program, and Risk Management to solve construction related issues.

Administers compliance with the District's Ethics Policy.

Plans, directs, and reviews training for staff and others affected by the services of the department.

Provides advice to other departments and branches in regard to 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

A Facilities Contracts Administrator plans, organizes, and directs the activities related to construction contracts and the administration of prequalification, contract bidding and proposals, award processing, and post award administration.

The Director of Facilities Contracts organizes, directs, and coordinates the activities of the Facilities Contract, Claims, Labor Compliance and Small Business Enterprise units within the Facilities Services Division.

The Labor and Contract Compliance Administrator plans, organizes, and directs the activities of a the Labor Compliance Program on District public works projects, Small Business Enterprise (SBE), and Project Labor Agreements (PSA).

## SUPERVISION

The Facilities Contracts Administrator receives general supervision from the Director of Facilities Contracts and Deputy Director of Facilities Contracts and exercises general supervision over lower-level management and/or supervisory personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Legal aspects of construction, 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
- Construction 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
- Environmental impact issues related to construction and repair of facilities
- Characteristics and methods used on construction and design of facilities
- 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 training, employee evaluation, and employee relations
- Collective bargaining law and labor agreements in the District

### Ability to:

- Interpret laws, regulations, and policies that affect construction, and professional services contract procedures
- Oversee and manage administrative and contract functions
- Effectively manage staff with a diverse functions and abilities
- Maintain effective relations with outside contractors, service providers, 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 from a recognized college or university with a bachelor's degree, preferably with a major in business management, architecture, engineering, construction management or a related field. An advanced degree in Business Administration or Public Administration is preferred.

### Experience:

Four years of managerial experience with contracting processes that includes construction or maintenance of facilities including at least two years of experience supervising personnel responsible for the development and administration of construction or professional services contracts in a public agency or a large organization.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTE

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.
3. Employees in this class are 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  
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RGK