

**ORANGE COUNTY SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 1812  
**FLSA Status:** Exempt  
**Bargaining Unit:** Supervisory  
**Effective Date:** 6/22/05

**CLASS TITLE: CONTRACTS SUPERVISOR**

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general direction, supervises, assigns, reviews, and performs the work of staff responsible for providing Engineering and other contracts administration services and activities; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, prioritize, assign, supervise, review, and perform the work of staff responsible for Engineering and other contract solicitation, contracts development and legal consultation.
2. Enforce District legal and policy provisions in the realm of complex Engineering contracts. Provide first responder solution for legal advice on all matters pertaining to contracts.
3. Act as District signatory for Engineering contracts and others as assigned. Liaison between Engineering, Purchasing and various Committees, as well as between the District and General Counsel on legal matters related to contracts.
4. Oversee the solicitation and contracts portion of the District's federal grants program.
5. Establish schedules and methods for providing contract services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
6. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
7. Recommend and assist in the implementation of goals and objectives; participate in addressing how contract polices and procedures affect operational issues and functions; coordinate with team members to develop and implement approved policies and procedures.
8. Participate in the selection of assigned staff including, contract administrators and other assigned technical and clerical staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
9. Participate in the preparation and administration of the assigned program budget; submit budget recommendations; monitor expenditures.

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10. Track contracts to ensure conformity to contract requirements. Ensure conformity and compliance with District policies, procedures, and coordinate plan of action.
11. Perform the more technical and complex tasks of the work unit; prepare analytical and statistical reports on operations and activities.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in contract administration.
13. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of an Engineering contracts program.  
Principles and practices of contract law.  
Methods and techniques of contract development, negotiation, and administration.  
Legal language and terminology.  
Operational characteristics of financial information systems.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training, and performance evaluation.  
Principles and practices of basic accounting.  
Insurance principles and contract bond applications.  
Pertinent federal, state, and local laws, codes, and regulations including Public Contract Code and Uniform Commercial Code.

**Ability to:**

Supervise, organize, and review the work of lower level staff.  
Negotiate contracts and contract changes.  
Resolve contractual disputes.  
Negotiate and administer contracts with vendors.  
Ensure compliance with established procurement rules and regulations.  
Maintain accurate records, files, and logs.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze, and evaluate new service delivery methods and techniques.  
Select, supervise, train, and evaluate staff.  
Prepare clear and concise administrative and financial reports.  
Operate office equipment including computers and supporting word processing, spreadsheet, and data base applications.  
Interpret and apply federal, state, and local policies, laws, and regulations.

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Communicate clearly and concisely, both orally and in writing, particularly with technical engineers. Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with a major course work in engineering, business administration, contracts law, or related field. Master's degree in management is desirable.

**Experience:**

Seven years of increasingly responsible experience in the development and administration of a variety of contracts, particularly engineering contracts, including two years of administrative and/or lead supervisory experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting.

**Physical:** Incumbents require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

*Date: June 2005*