



JULY 2012
FLSA: EXEMPT

CONTRACTS ADMINISTRATOR

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general supervision, performs routine work in managing the business relationship of contract parties in coordination with District staff, legal counsel, and outside contractors; participates in the development and fulfillment of contract requirements in accordance with District policies and Federal, State, and local laws, rules, and regulations; provides consistency and oversight in contracts and contractual relationships; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from assigned supervisory and/or management staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the first journey-level class in the Contracts Administrator series that performs routine contracts administration activities. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Senior Contracts Administrator level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Senior Contracts Administrator in that the latter performs the full range of duties assigned to the class series and is responsible for the more complex programs and projects that require a higher level of knowledge and skill.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates with District staff, legal counsel, and outside contractors to manage the business relationship of contract parties; participates in the development and fulfillment of contract requirements in accordance with District policies and Federal, State, and local laws, rules, and regulations; provides consistency and oversight in contracts and contractual relationships.
- Prepares bid documents, contract stipulations, process specifications, liability and insurance requirements, bonds, and faithful performance warranties; ensures conformity and compliance with District policies, procedures, and service provision expectations.

- Develops, reviews, approves, and administers contract content including material, equipment, and/or service costs, performance requirements, compliance with insurance and bonding requirements, liquidated changes, and delivery schedules to ensure completeness and accuracy.
- Reviews, comments, and recommends changes on design submittals including specifications and drawings as they pertain to contract requirements; recommends changes corresponding to contractually defined terms to be used properly and consistently; ensures sole source requirements are met, requiring the project engineer to provide sole source justification and approval as necessary.
- Coordinates, approves, and administers contract change orders, amendments, addendums, extensions, stop notices, releases, and closeout agreements.
- Oversees the bid process for assigned projects or contracts; conducts pre-bid conferences and meetings, evaluates bids, issues notices of award and notices to proceed, and addresses bid protests.
- Advises departments of contractual rights and obligations under approved terms and conditions; resolves disputes between parties.
- Manages the contractual relationship including the conduct of parties, relationship with contractor, communications, business systems, authority for procedures, and duties of all parties.
- Negotiates contracts with vendors; participates in major contract purchases; interfaces with service providers to expedite timely completion of contract agreements.
- Maintains comprehensive contractual records and periodically monitors progress of all goods and services agreements, from inception through completion, to enforce milestones, deliverables and post-contract warranties.
- Manages and tracks contract and procurement paperwork flow; conducts periodic internal audits to ensure that proper documentation and procedures have been maintained.
- Formalizes contract and purchasing processes through development of Standard Operating Procedures manual; develops and administers formal written procedures and guidelines for procurement.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental contracts administration programs and processes.
- General principles and practices of contract development and contract law as well as legal language and terminology.
- Principles, methods, and techniques of negotiations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and applications of critical thinking and analysis.
- Principles and practices of business organization and public administration.
- Practices and techniques of automated and manual financial document processing and record-keeping.
- Modern office practices, methods, and computer equipment and computer applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Prepare and compose contracts, change orders, bid documents, and specifications.
- Apply critical thinking and analysis in completing assignments.
- Negotiate contracts, agreements, and contract changes, and resolve contractual disputes.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports.

- Maintain accurate financial records and reports for informational, auditing, and operational use.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Review and verify accuracy of data.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use critical thinking techniques effectively.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Possession of a bachelor's degree from a college or university which is accredited by the US Department of Education, with major coursework in business or public administration, or a related field; AND,
2. Two (2) years of increasingly responsible purchasing, administrative, and/or analytical experience, specifically in the development and administration of public contracts.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of certification in the Management of Business Contracts or comparable contracts administration program is desirable.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.