



**JULY 2012**  
**FLSA: EXEMPT**

## **CONTRACTS SUPERVISOR**

*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 direction, supervises, assigns, reviews, and participates in the work of staff responsible for providing difficult and complex professional, technical, and administrative support related to the activities of contract administration services to Engineering and Capital Improvement Program (CIP) projects as well as to other departments; performs and oversees the most complex contracts; manages the effective use of divisional resources to improve organizational productivity and customer service; provides highly complex and responsible support to management in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory and/or management staff. Exercises direct and general supervision over assigned professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory level class within the contracts administration function that exercises independent judgment on diverse and specialized contract administration activities, operations, and programs and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day engineering, CIP, and other specialized and complex contract administration activities and services, ensures work quality and adherence to established policies and procedures, and performs the most technically complex tasks of the assigned area. This class is distinguished from the Contracts and Purchasing Manager in that the latter has management authority in planning, organizing, and directing the full scope of professional contracts, purchasing, and materials control operations within the department.

### **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.*

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for Engineering, CIP, and other contract solicitation, contracts development, and legal consultation.
- Establishes schedules and methods for providing contract services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
- Recommends and assists in the implementation of goals and objectives; coordinates with team

- members to develop and implement approved policies and procedures.
- Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Develops, maintains, and updates a detailed plan for full construction, CIP, engineering, and the overall Professional Design Services Contract Administration program.
- Provides assistance and guidance to assigned staff during the development of Professional Design Services Agreements (PDSA's).
- Provides review comments and guidance to Design-Build consultants and helps with formulating evaluation and selection strategies in order to award contracts.
- Enforces District legal and policy provisions in the realm of complex Engineering contracts; provides first responder solution for legal advice on all matters pertaining to contracts.
- Acts as District signatory for Engineering, CIP, and other contracts as assigned; acts as the liaison between Engineering, Purchasing, and various committees and task forces, as well as between the District and General Counsel on legal matters related to contracts.
- Actively attends District's Committee and Board meetings providing expertise and explanation on contract issues.
- Oversees the solicitation and contracts portion of the District's federal grants program.
- Participates in the preparation and administration of the assigned program budget; submits budget recommendations; monitors expenditures.
- Tracks contracts to ensure conformity to contract requirements; ensures conformity and compliance with District policies, procedures, and coordinates plans of action.
- Participates in the preparation and administration of the assigned program budget; submits budget recommendations; monitors expenditures.
- Performs the most technical and complex tasks of the work unit; prepares analytical and statistical reports on operations and activities.
- Attends and participate in professional group meetings; stays abreast of new trends and innovations in the field of contract administration.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Operations, services, and activities of an engineering and capital improvements contracts administration program.
- Methods and techniques of conflict resolution and negotiation.
- Methods and techniques of contract development, price analyses, negotiation, and administration.
- Principles and practices of contract law as well as legal language and terminology.
- Advanced principles and applications of critical thinking and analysis.
- Materials, supplies, and equipment typically used in construction, maintenance, and operation of wastewater facilities.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Principles of insurance and contract bond applications.
- Operational characteristics of financial information systems.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Effectively resolve conflict within assigned area of responsibility.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Effectively communicate, negotiate and influence behavior at all levels both internally and externally.
- Apply critical thinking and analysis to a broad range of situations.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Negotiate and administer contracts and contract changes with vendors and contractors and resolve contractual disputes.
- Ensure compliance with established procurement rules and regulations.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use critical thinking techniques and advanced methods in reaching decisions.
- Maintain confidentiality in maintaining critical and sensitive information, and be discreet in handling and processing confidential information and data.
- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- 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.
- Operate office equipment including computers and supporting word processing, spreadsheet, and data base application.
- 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 U.S. Department of Education, with major coursework in business or public administration, accounting, finance, engineering, contracts law, or a related field; AND
2. Six (6) years of increasingly responsible contracts administration experience, particularly in engineering, including four (4) years at a level comparable to a Principal Contracts Administrator, or two (2) years of lead or supervisory experience.

**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.