



JULY 2012
FLSA: EXEMPT

PRINCIPAL 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 direction, performs and oversees the most complex contracts involved in the procurement of engineering services including professional design services, maintenance contracts, and construction services in coordination with District staff, legal counsel, and outside contractors; participates in the development and fulfillment of contract requirements in accordance with District's policies and local, state and federal regulations; provides consistency and oversight in contracts and contractual relationships; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or management staff. Exercises no direct supervision of staff. May exercise functional and technical leadership in assigned workgroups or teams and coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Contracts Administrator series. Employees perform the most difficult and responsible assignments, projects, analyses, and programs assigned to classes within this series requiring advanced knowledge of the concepts, practices, procedures, and policies of public sector contracts administration. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and provide leadership to less experienced contracts administration staff. Responsibilities may include the oversight of programs and/or projects and leads by example. This class is distinguished from the Contracts Supervisor in that the latter is responsible for planning, organizing, and coordinating all programs, projects, and activities of a work section and for the full supervision of assigned professional, technical, and administrative support staff.

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.

- Develops formal procedures and guidelines for all engineering related procurements; provides guidance and monitors the engineering contract administrative processes involved in the implementation of engineering and construction services.
- Performs and oversees the procurement of engineering services including design services, maintenance contracts, and construction services; conducts solicitations and procurement of professional design services and construction services; acts as the solicitations lead by providing guidance, training, and overseeing the work of less experienced staff.

- Identifies all documents to be maintained in conjunction with the procurement and administration of engineering contracts; selects appropriate contractual instruments and language for engineering procurements; establish required documentation systems for each project.
- Oversees the bid process for assigned construction projects or contracts; conducts pre-bid conferences and meetings; issues revisions, addenda, or announcements; opens and evaluates bids; issues notice of awards and notices to proceed; addresses bid protests.
- Serves as liaison between the engineering and procurement divisions and coordinate with District staff, legal counsel, and outside contractors to manage the business relationship of contract parties for engineering, public works, and other contracts as assigned; participates in the development and fulfillment of contract requirements in accordance with District's policies and local, state and federal regulations; provides consistency and oversight in contracts and contractual relationships.
- Serves as the lead in the Professional Design Services Contract Administration program; leads the interdepartmental (Engineering/Contracts) working group developing integrated policies, procedures, and practices, including solicitation templates for complex procurements.
- Reviews and/or prepares bid documents, contract stipulations, process specifications, liability and insurance requirements, bonds, and faithful performance warranties; assures conformity and compliance with District policies, procedures, and service provision expectations.
- Coordinates, approves, and administers contract change orders, amendments, addendums, extensions, stop notices, releases, and closeout agreements to ensure that all contractual obligations have been met.
- Reviews progress payments to insure payments are processed in a timely manner and that value is received for any payments made.
- Advises departments of contractual rights and obligations under approved terms and conditions; assumes responsibility for interpretation of contract language; 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; assumes responsibility for handling any claims or disputes not resolved in the field.
- Negotiates contracts with vendors; directs major contract purchases; interfaces with service providers to expedite timely completion of contract agreements.
- Manages and tracks the flow of paperwork involved for procurement and execution of engineering contracts; maintains comprehensive contractual records and periodically monitor progress of all goods and service agreements, from inception through completion, to enforce milestones, deliverables and post-contract warranties; conducts periodic internal audits to ensure that proper documentation and procedures have been maintained.
- Manages the responses to Public Records Act requests; supervises less experienced staff in the preparation of responses and provides the requested information within the statutory timeframe.
- Participates in various committees related to the contract administration function; assists in the development of the lessons learned and distributes information to all stakeholders as necessary.
- When assigned to programs and/or projects, provides leadership and guidance to others. As a program and/or project leader, may direct, assign, train, monitor and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a reference to employees by possessing specialized skills; develops and implements work improvements.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Engineering design and construction practices and processes.
- Processes involved in the construction and design of wastewater treatment facilities.
- Modern principles, practices, and methods of public and governmental contracts administration programs and processes.

- Advanced principles and applications of critical thinking and analysis.
- Public contracting authority and responsibility.
- Basic principles and practices of employee supervision.
- Principles and practices of project management and administration.
- General principles and practices of 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 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 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, schedule, assign, and oversee activities of assigned workgroups or teams.
- Oversee programs and/or projects and by example promote the individual professional growth and development of less experienced staff.
- Resolve conflict through workable solutions and alternative approaches.
- Inspect the work of others and maintain established quality control standards.
- Train others on proper work procedures and lead by example.
- Demonstrate safe work practices and procedures in the workplace.
- Apply critical thinking and analysis to a broad range of situations.
- Prepare and compose contracts, change orders, bid documents, and specifications.
- Negotiate contracts, agreements, and contract changes, and resolve contractual disputes.
- Resolve contractual disputes.
- Interpret, apply, and explain administrative and departmental policies, procedures, and standards.
- Maintain accurate financial records and reports for informational, auditing, and operational use.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- 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.
- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- 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.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use critical thinking techniques and advanced methods in reaching independent decisions.

- 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, engineering, architecture, business, contract law, or a related field; AND,
2. Five (5) years of increasingly responsible experience in the development and administration of a variety of contracts that include engineering 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 work areas 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.