



JULY 2012
FLSA: EXEMPT

SENIOR 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 complex work in managing the business relationship of contract parties in coordination with District staff, legal counsel, and outside contracts; participates in the more complex 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 general direction from assigned supervisory and/or management staff. Exercises no direct supervision of staff. May coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This is the full journey-level class in the Contracts Administrator series. Employees at this level perform more difficult assignments, projects, analyses, and programs assigned to classes within this series, receive only occasional instruction or assistance as new or unusual situations arise, and have full and thorough knowledge of the concepts, practices, procedures, and policies of contracts administration activities and programs. Responsibilities may include guidance on programs and/or projects and leads by example. Successful performance of the work requires thorough knowledge of contract development and administration practices, procedures, policies, and related laws and regulations. This class is distinguished from the Principal Contracts Administrator in that the latter performs the most difficult and responsible assignments, projects, analyses, and programs assigned to classes within this series and provides functional and technical direction to less experienced 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.

- 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.
- Reviews bid documents, contract stipulations, process specifications, liability and insurance requirements, bonds, and faithful performance warranties; ensured 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.

- Negotiates contracts with vendors; directs major contract purchases; interfaces with service providers to expedite timely completion of contract agreements.
- 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.
- 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.
- Tracks and manages contract and procurement paperwork flow; conducts periodic internal audits to ensure that proper documentation and procedures have been maintained.
- 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:

- Modern principles, practices, and methods of public and governmental contracts administration programs and processes.
- 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 guidance and training to less experienced staff.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform work of a specialized nature and develop the ability to use independent judgment and personal initiative.
- Prepare and compose contracts, change orders, bid documents, and specifications.
- Negotiate contracts, agreements, and contract changes, and resolve contractual disputes.
- Apply critical thinking and analysis to a broad range of situations.
- Use critical thinking techniques in reaching independent decisions.
- 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.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Use critical thinking techniques in determining problem resolutions.
- 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.
- Lead subordinate-level staff on programs and projects.
- Train others on proper work procedures and lead by example.
- Demonstrate safe work practices and procedures in the workplace.
- Resolve conflict through supervision in establishing workable solutions and alternative approaches.
- 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. Three (3) 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 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.