



DECEMBER 2018
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 or direction, 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; may lead project teams for routine projects, goods or services, and review change orders for same; provides consistency and oversight in contracts and contractual relationships; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is the second of four (4) levels within the contracts job 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 independently performs the full range of duties assigned to the class series and is responsible for the more complex programs and projects such as leading project teams for large, complex procurement activities and projects, developing and administering complex master contracts, negotiating professional services and reviewing/approving change orders.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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

- Coordinates with District staff, legal counsel, and outside contractors to manage the business relationship of contract parties; participates in the development and fulfillment of all 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.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions / practices, and/or reports unsafe work conditions / practices to assigned supervisory or managerial staff.

- 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 damages, 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 contracts, 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.
- Attends and participates in professional group meetings, stays abreast of new trends and innovations in the field of contracts administration, researches emerging products and enhancements, new project delivery methods, and their applicability to District needs.
- Performs related duties as assigned.

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.
- Principles and practices of customer service and techniques for effectively communicating 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.
- Adhere to safe work practices and procedures in the workplace.
- Utilize a computer, relevant software applications and/or other equipment.
- Operate a motor vehicle and travel to various District sites, projects and/or meetings.
- Effectively 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 effective 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. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in business or public administration, contract law, or a related field; AND,
2. One (1) year of work experience in purchasing or procurement with a specific focus in the development and administration of public contracts.

Licenses and/or Certifications:

- Valid California Class C Driver's License.

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; ability to travel to various District sites, projects and/or meetings; 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.