



**DECEMBER 2018**  
**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 supervision or 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 supervision or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. May coach and/or mentor less experienced staff.

### **CLASS CHARACTERISTICS**

This classification is the third of four (4) levels within the contracts job 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. 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)

*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 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.
- 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 damages, 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 District 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.
  - 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.
  - Provides leadership and guidance to others on assigned programs and/or projects. 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 resource to employees by possessing specialized skills; develops and implements work improvements.
  - 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.
- 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.
- Business mathematics and financial calculations used in procurement documents.

- Principles and practices of customer service and techniques for effectively communicating 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 and in decision-making and problem-solving.
- 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 laws, policies, procedures, rules, and regulations.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- 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.
- Adhere to safe work practices and procedures in the workplace.
- Resolve conflict through supervision in establishing workable solutions and alternative approaches.
- 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. Three (3) years of work experience in purchasing or procurement with a 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 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.