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| Class Code | **FLSA Status** | **EEO Category** | **Represented Status** | **Salary Grade** | **Effective Date** | **Resolution #** |
| **TBD** | Exempt | 2 - Professionals | Unrepresented | 10 | 7-9-14 | 14-132 |

**DEFINITION:** Under general direction; manages the District’s contracts administration functions, ensures compliance with applicable federal, state, and local laws and regulations, and provides primary supervision to assigned subordinate procurement staff.

**REPRESENTATIVE FUNCTIONS include, but are not limited to:**

* Oversees the development and administration of contract activities; terms; solicitations, including invitations for bid (IFB), requests for proposal (RFP), and requests for qualification (RFQ); contract awards, and delivery of goods and services.
* Ensures that all contracts protect the District’s interests uphold District policies, procedures, California law, and Federal Transit Administration (FTA) regulations.
* Manages the development and implementation of goals, objectives, and priorities; monitors and evaluates the efficiency, and effectiveness of contract administration service delivery methods and procedures.
* Evaluates and approves contracts for award, and to be submitted to senior management and the Board of Directors for final approval; negotiates contract terms with vendors, and manages other activities related to the award, issuance, and administration of contracts.
* Manages contract compliance activities to ensure all departments are in adherence with District contract policies, and Federal, State, local laws, and regulations.
* Manages, plans, and reviews work plans and activities for assigned staff; assigns projects and programs; and makes recommendations for staffing levels for the assigned area.
* Selects, trains, motivates, and evaluates assigned staff; provides and coordinates staff training; works with employees to correct deficiencies; and implements discipline procedures when necessary.
* Provides guidance on procurement functions including contract award and administration, and makes recommendations to management for resolution of contracts and procurement issues.
* Oversees the preparation and issuance of contract agreements, tracks costs and reviews contract budget to ensure that costs do not exceed authorized limits.
* Reviews and approves contract amendments, revisions, terminations, contract closeouts and contract assignments.
* Prepares, and/or manages the preparation of periodic and ad-hoc reports related to procurement and contracts; and delivers oral presentations to Board of Directors and other audiences.
* Develops and implements internal standards, policies, controls and procedures for District procurement, including contracts administration.
* Monitors legislation and industry changes in public sector contract administration; evaluates the impact on the District and recommends changes and improvements, as needed
* May act as Procurement Director in his/her absence.
* Performs related duties, as required.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:**  Principles and procedures of contracts administration related to professional services; scope of work preparation and methods for administering both formal and informal contracts processes and negotiations; applicable State, Federal, local laws including Federal Transit Administration contracting guidelines, DBE, MBE, WBE participation, and regulations governing public agency contract administration principles and practices; principles and practices of budget preparation and administration; professional business report writing and presentation techniques; current software and computer applications related to the tracking and administration of contracts and agreements; program development and administration; principles and practices of management, supervision, evaluation, employee training and motivation; and current software for spreadsheets, word processing, and presentation at the intermediate level of proficiency.

**Ability To**: Direct, supervise; train, and evaluate professional and clerical staff performing procurement and contracts functions; interpret and apply Federal and State laws, District contract policies and procedures; research, analyze and recommend procurement and contract methods and procedures for cost effectiveness and compliance; manage the preparation of contract documents including scopes of work and evaluation criteria; prepare and administer budgets; identify and analyze complex issues and develop various solutions; prepare written reports; quickly learn and effectively use current District software for contracts and procurement; make effective oral presentations to a variety of audiences; and establish and maintain effective relationships with those contacted in the course of work using principles of excellent customer service.

**Education:** Equivalent to a Bachelor’s Degree from an accredited four-year college or university in Business Administration, Public Administration, management, or a related field.

**Experience**: Seven (7) years of increasingly responsible experience in procurement, including three (3) years supervising procurement and contract management functions and staff. Experience in a public agency is preferred. Additional years of experience beyond the minimum may be considered in lieu of the required education, on a year for year basis.

**Special Requirement:** Must be willing to: (1) work outside regular business hours; and (2) travel between the various District facilities, as required.

**Physical Requirements:** Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; (2) possess physical mobility in order to transport oneself expeditiously within and between District facilities.

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