



ASSISTANT CONTRACT ADMINISTRATOR

FC: UA-205
PG: SEIU-06
FLSA: Non-Exempt

PC: 712
BU: 04 (SEIU)
Created: May 1988
Revised: September 18, 2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, develops and administers contract administration purchase orders, lease and license agreements; maintenance agreements, minor public works contracts and letter agreements of a moderate nature; provides technical and administrative support to the Contract Administration Division of the Procurement Department, and performs related duties as assigned.

CLASS CHARACTERISTICS

Assistant Contract Administrator is a bridge classification between the Contract Administration technical and administrative support class and the professional contract administration series. Under general supervision, incumbents perform the most routine contract development and administration work. They are responsible for the technical and administrative functions in support of the Contract Administration Division activities.

REPORTS TO

This position reports to the Manager of Contract Administration.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Confers with administrative, maintenance and other District operating departments' staff regarding contract administration purchase orders, general contract development and administration work and procurement solicitation guidelines.
2. Under the guidance of a higher level contract professional, coordinates with outside departments and provides instructions relative to the District's annual close-out process for contracts, agreements and purchase orders.
3. Prepares, edits and revises Management Decision Document (MDD) reports and different kinds of solicitation and contract documents.
4. Maintains databases and enters electronic data for files used by the Contract Administration Division to monitor activities and establish accounting records for the Millennium A/P and PO system.
5. Prepares addenda and arranges for the publication and distribution of solicitation documents.

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6. Develops lists of potential proposers and bidders, including DBEs; assists in arranging and holding pre-proposal pre-bid meetings to explain work scope and District contracting procedures and requirements to potential proposers and bidders.
7. Assists in coordinating proposal and bid evaluation processes with sponsoring departments; assists in the review and evaluation of proposals received and preparation of summaries and recommendations.
8. Ensures that required insurance and bonding documents have been received and placed in contract files.
9. Upon award of contract, assists in acting as the District's representative in negotiating the final terms and conditions.
10. Prepares letter agreements, contract administration purchase orders, change orders and other contract documents; circulates such documents for review and approval; finalizes and maintains the files for minor public works service orders.
11. Provides technical and administrative support to the Contract Administration Division and maintains accurate records including federal and state prevailing wage determinations; prepares reports of contract status; prepares a variety of correspondence and other written materials related to assigned work; conforms, distributes and files executed contracts and change orders.
12. Enters and tracks PRs, Pos, and contracts/agreements in the millennium contract administration database systems; sets-up new vendor numbers for payment purposes, resolves funding issues, vendor record discrepancies and maintains procurement files.

QUALIFICATIONS

Knowledge of:

Basic public purchasing and contract administration principles and practices.

Basic budgetary principles and practices. Standard office practices and procedures.

Use of Microsoft Word, Excel and/or Access and other software applications to accomplish contract administration work.

Ability to:

Read and interpret plans and specifications.

Prepare standard contract documents.

Maintain accurate records and files.

Make accurate mathematic calculations.

Prepare clear, accurate and concise change orders, correspondence and other written materials.

Establish and maintain effective working relationships with those contacted in the course of the work.

Rapidly learn District organization and the policies and procedures related to the work.

Use initiative and sound independent judgment within established guidelines.

Develop and maintain databases and electronic data files.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business or public administration, accounting, economics, or a closely related field from an accredited college or university.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Substitution:

Experience in contract administration support or related activities or similar work which must have included the maintenance of detailed records and preparation of reports and maintenance of contract management databases and electronic records may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computers.

Physical Conditions:

Requires maintaining physical condition necessary for sitting, or standing for prolonged periods of time.

EEOC: 02

Safety Sensitive Designation: No