



MANAGER OF CONTRACT ADMINISTRATION

JC: UF225
PB: 09
FLSA: Exempt

BU: 95 (Non-Rep)
Created: August 1987
Revised: December 2018

*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 direction, directs, manages, supervises and coordinates the activities and operations of the Contract Administration Division within the Procurement Department including the development and administration of construction, procurement and professional service contracts; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Chief Procurement Officer; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full-scope managerial classification responsible for overseeing the administration of a wide variety of contracts for goods or services, including design, construction and facility modification. The incumbent also oversees and performs highly technical contract development and administration tasks. This class is distinguished from the Chief Procurement Officer in that the latter has overall responsibility for purchasing, stores, contract management, materials control and surplus disposal functions of the District.

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

1. Assumes management responsibility for assigned services and activities of the Contract Administration Division including the development and administration of construction, procurement and professional service contracts.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.

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4. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Prepares and administers District contracts; reviews contract documentation to ensure compliance with mandated requirements; attends bid openings; awards contracts; oversees contract administration activities; resolves protests, claims and disputes.
6. Supervises the review, documentation and approval of claims and invoices submitted against contracts; directs the preparation and implementation of contract change orders.
7. Monitors special program participation goals and objectives involving DBE, SBE and MBE/WBE participation; ensures compliance with mandated requirements; coordinates activities with other divisions and departments to enhance participation.
8. Selects, trains, motivates and evaluates assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
10. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon District operations; recommends and implements equipment, practice and procedural improvements.
11. Serves as the liaison for the Procurement Department with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
12. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
13. Provides responsible staff assistance to the Chief Procurement Officer.
14. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to contract administration and procurement programs, policies and procedures as appropriate.

15. Attends and participates in professional group meetings; stays abreast of new trends, legislation and innovations in the field of procurement and contract administration.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive contract administration program.
- Principles and practices of procurement and contract administration.
- Rules and regulations governing special DBE and MBE/WBE goals, objectives and participation requirements.
- Principles and practices of program development and administration.
- Methods and techniques of procurement and contract negotiations.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Related Federal, State and local laws, codes and regulations.

Skill in:

- Managing the operations and activities of a comprehensive contract administration program.
- Interpreting and applying contract administration rules and regulations.
- Selecting, supervising, training and evaluating staff.
- Participating in the development and administration of division goals, objectives and procedures.
- Preparing and administering large program budgets.
- Preparing clear and concise administrative and financial reports.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Interpreting and applying Federal, State and local policies, laws and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Five (5) years of (full-time equivalent) verifiable professional contract administration experience, which must have included at least two (2) years of administrative and supervisory experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computers.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEO-1 BART Job Group: 0500 – Executives/Managers

Census Code: 0150 – Purchasing Managers

Safety Sensitive: No