

CLASS SPECIFICATION
Contracts Manager

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE

Under direction of the Risk Services Director, plans, organizes, coordinates, supervises, evaluates and participates in the work of staff engaged in preparing, reviewing and processing District contracts, formal bids, requests for qualification and requests for proposal; establishes policies and procedures for contracts and formal bid, RFQ and RFP processes; ensures contract, formal bid, RFQ and RFP activities comply with federal, state and District codes, regulations, laws and policies; manage district warehouse personnel involved in receiving, inventory, storage, and distribution of stock, equipment and supply items; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Contracts Manager is responsible for supervising, directing and performing contract, formal bid, RFQ and RFP preparation, review and processing duties and functions and managing district warehouse activities. An incumbent is responsible for establishing and implementing contracting and formal bid, RFQ and RFP policies and procedures and ensuring contract, formal bid, RFQ and RFP activities comply with federal, state and District codes, regulations, laws and policies. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual office budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve office and District goals, objectives and performance measures consistent with the District 's quality and service expectations.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's classified human resources policies and labor contract provisions.

3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, organizes, coordinates, supervises, evaluates and oversees the activities of the contracts office; supervises, directs and participates in the preparation, review and processing of District contracts; ensures compliance with federal, state and District codes, regulations, laws and policies governing contracting processes.
5. Manages the district warehouse including receiving, inventory, storage, and distribution of stock, equipment and supply items.
6. Supervises and participates in the development and preparation of bid specifications, requests for qualifications, requests for proposals, and contracts for the purchase or rental of goods and contracting for services and other third party contracts; determines and selects appropriate contract requirements, such as deliverables, payment schedules, penalties, insurance requirements and dispute resolution procedures; ensures bid and contracting processes comply with advertising and bidding requirements.
7. Prepares and maintains District-wide policies and procedures for contract development and formal bidding processes; conducts training workshops to provide information of contract development and formal bidding processes and procedures.
8. Provides technical expertise and guidance on contract, formal bid, RFQ and RFP issues; interprets and explains applicable laws, regulations, codes and policies to District management and staff; confers with legal counsel as needed on contracting issues.
9. Maintains and updates contract files; distributes contract documents to parties at interest and upon request; maintains and updates records and files of executed contracts and completed formal bidding assignments.
10. Participates in the preparation and review of recommendations for Board actions as they relate to the activities of the department.

OTHER DUTIES

1. Conducts special studies and analyses; develops and prepares reports and documentation; performs special projects as requested.
2. Acts in the absence of the Director as required.

QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods used in public agency competitive bidding, contracting and contract administration.

2. Federal, state and local laws and regulations governing public sector award and administration of contracts, including applicable section of the Uniform Commercial Code (UCC) and Public Contract Code (PCC).
3. Principles, practices and techniques of drafting and administering complex purchase, rental, service contracts, and other third party contracts and enforcing contract provisions.
4. Materials handling, inspecting, storing, inventory control and distribution. Warehouse operations, procedures, equipment and terminology.
5. Research methods and statistical data analysis techniques.
6. Office and records management practices and procedures.
7. Principles and practices of sound business communication.
8. Principles and practices of effective supervision.
9. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
2. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
3. Analyze and evaluate bid proposals, specifications and other contract- documents including applying financial analysis to contracts to determine financial impact.
4. Direct supervision of district warehouse involved in inventory, storage, document retention and destruction, and distribution of stock, equipment and supply items.
5. Draft clear, well-defined proposals, specifications, bids and contracts consistent with all applicable legal requirements.
6. Analyze and make sound recommendations on complex technical data and legal requirements associated with contract development and administration.
7. Evaluate contract and agreement language and documents and make sound recommendations for improvement.
8. Understand, interpret, explain and apply District, local, state and federal laws and regulations applicable to areas of responsibility.
9. Maintain complete, comprehensive records and files.
10. Communicate clearly and effectively, orally and in writing.
11. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
12. Organize, set priorities and exercise sound independent judgment within areas of responsibility.

13. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
14. Establish and maintain effective working relationships with District management, staff, contractors, consultants, vendors and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is a Bachelor's degree in business administration, public administration, paralegal studies or a closely related field; and four years of increasingly responsible professional experience in developing and administering public agency contracts; at least two of which was in a supervisory capacity; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk and hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, staff, contractors, consultants, vendors and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.