



Contracts Services Manager

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #
173	Exempt	First/Mid-Level Official Manager	Unrepresented	11	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



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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.