



## Contracts Compliance Administrator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
TBD	Exempt	2 – Professionals	AFSCME	8	8-17-11	11-035	1 of 2

**DEFINITION:** Under general supervision; reviews contracts and agreements with public entities, contractors, and vendors doing business with the District, and recommends appropriate actions and revisions to ensure proper contract compliance and uphold the District’s interests.

**REPORTS TO:** The Chief Financial Officer (CFO), or designee.

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

- Reviews and oversees all contracts compliance activities and processes for the District. Administers and reviews the District’s contract compliance programs, policies, procedures, and systems.
- Develops strategies, techniques, and criteria for contract compliance, and establishes new methodologies to monitor and achieve contract administration goals and objectives. Advises the CFO in regard to program validity and effectiveness.
- Develops and monitors comprehensive programs to provide equal opportunities for Disadvantaged Business Enterprise and Small Local Business Enterprise participation in District’s contracts; and facilitates DBE participation through outreach, communication, training, and business development.
- Oversees contract related development and implementation activities and processes with external parties, contractors, subcontractors, vendors, and District staff.
- Evaluates and approves new contractors, subcontractors, and vendors.
- Reviews contracts and agreements for the CFO to ensure that all legal and Federal Transit Administration (FTA) requirements and District interests are upheld.
- Reviews and approves contract specifications, parameters, and amendments; invitations for bids and quotations; purchase orders; and requisitions. Evaluates Requests for Proposals (RFP), Requests for Qualifications (RFQ), procurement processes, and solicitation documents. Conducts cost, price, and source analysis; and evaluates preliminary cost estimates.
- Conducts interviews and negotiations, and approves evaluation criteria to determine contract, contractor, and vendor selection. Negotiates settlements of contract disputes.
- Conducts and/or leads pre-meetings to ensure all contractors, subcontractors, and vendors are aware of, and familiar with all contract requirements and stipulations.
- Leads meetings for pre-bid, pre-award, pre and post-negotiation and non-competitive consideration of contract provisions. Ensures that all documentation conforms to the policies, practices, goals, and objectives of the Department of Disadvantaged Business Enterprise (DBE) program.
- Reviews and approves contract content and language for administration, funding, and payment requirements. Evaluates and affirms contract revisions, terminations, and close-outs.
- Prepares and reviews the contract administration budget, submits recommendations, and monitors expenditures.
- Resolves budgetary issues and determines reallocation of funds. Examines and approves invoices, and certifies payments to contractors.
-



## Contracts Compliance Administrator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
TBD	Exempt	2 – Professionals	AFSCME	8	8-17-11	11-035	2 of 2

- Oversees and conducts on-site inspections and compliance reviews of contractor projects to ensure compliance with contract requirements and specifications. Prepares and composes reports and correspondence of contract non-compliance to contractors, subcontractors, and vendors.
- Acts as the District liaison with federal, state, and local government agencies regarding the District’s short and long-term contract compliance interests. Recommends changes to District policies and practices to improve conformance.
- May provide training, instruction, and performance feedback to department staff.
- Performs other related duties as required.

### **Knowledge and Abilities Required:**

**Knowledge of:** Principles, practices, and techniques of contract administration, including contract types, negotiation of contractual terms and conditions, proposal preparation, cost/price analysis, overhead rate analysis, contract change processing, and dispute resolution; proper contract format and legal language used in contracts; applicable federal, state, and local laws, rules, and regulations, including governing public contracting agencies and contract administration structures and processes; policies, programs, and practices of the Department of Disadvantaged Business Enterprise (DBE) program; principles and applications of employee training, team building, motivation, and conflict resolution; effective communication and presentation techniques; business report writing; and applicable office software at the intermediate level of proficiency.

**Ability To:** Analyze and evaluate contracts, agreements, bids, quotations, purchase orders, and budgets; review and recommend changes on proposed contracts; negotiate, and apply the terms and conditions of complex contracts; analyze and approve complex invoices, and ensure timely and proper payments to contractors; establish and continually review methods for effective monitoring of contracts and projects from inception through completion; analyze problems, identify alternative solutions, forecast impacts and results of proposed actions, and implement recommendations in support of District goals and objectives; stay abreast of, and properly interpret and comply with applicable Federal, State, and local laws, regulations, and legislation; demonstrate a community relations focus in dealings with a diverse range of public and private organizations, groups, and individuals while maintaining objectivity; assign work and coordinate the workflow of other employees and staff; address delicate or sensitive issues with good judgment, diplomacy, and tactfulness; prepare and compose a wide variety of reports and correspondence, including analytical, evaluative, and statistical analyses; organize and prioritize work in an effective manner and administer multiple projects and deadlines simultaneously; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

**Education/Training:** Equivalent to a Bachelor’s Degree from an accredited four-year college or university in business or public administration, purchasing, economics, or a closely related field.

**Experience:** Five (5) years of increasingly responsible experience performing advanced level contract compliance activities, including contract negotiation, development, and administration.

**License Requirement:** (1) Must possess, or obtain and maintain a valid Class C California Driver License, and meet the District’s driving standards.

**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; and (2) possess physical mobility in order to attend meetings in various District facilities, and other public and private locations, as necessary.