

## PRINCIPAL CONTRACTS ADMINISTRATOR

*This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.*

### **DEFINITION**

Under general direction, oversees and administers the most complex contracts involved in procuring engineering services including professional services, maintenance and service contracts, and construction services in coordination with OC San staff, legal counsel, and outside contractors; participates in the development and fulfillment of contract requirements in accordance with OC San's policies and federal, state, and local laws, rules, and regulations; provides consistency and oversight in contracts and contractual relationships; provides subject matter expertise and functional and technical direction to lower-level staff; and performs duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. Exercises technical and functional direction over and provides training to lower-level staff.

### **CLASS CHARACTERISTICS**

This classification is the fourth of four levels within the contracts job series responsible for performing the most difficult and responsible assignments, projects, analyses, and programs assigned requiring advanced knowledge of the concepts, practices, procedures, and policies of contract administration, development, and negotiation. Positions at this level provide technical and functional direction and leadership to assigned staff. Assignments at this level have significant impact on the OC San's operations. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, and/or effectiveness in meeting requirements and expected results. This class is distinguished from the Contracts Supervisor in that the latter has full supervisory authority for planning, organizing, and overseeing the full scope of contract administration functions.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.*

- Serves as an expert and/or internal consultant to management in the administration and implementation of OC San's contracts administration programs, including developing formal procedures and guidelines for all engineering related procurements; provides guidance and monitors the contract administrative processes involved in the implementation of engineering and construction services.
- Organizes and assigns the work of lower-level staff; trains staff in work procedures; reviews work products and provides direction for difficult and/or complex assignments; acts as a project leader to assigned programs/projects; may direct, assign, train, monitor, and review the work activities of team

- members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly.
- Performs and oversees the procurement of engineering services including design services, maintenance contracts, and construction services; conducts solicitations and procurement of professional design services and construction services.
  - Identifies all documents to be maintained in conjunction with the procurement and administration of engineering contracts; selects appropriate contractual instruments and language for engineering procurements; establish required documentation systems for each project.
  - Oversees the bid process for assigned construction projects or contracts; conducts pre-bid conferences and meetings; issues revisions, addenda, or announcements; opens and evaluates bids; issues notice of awards and notices to proceed; addresses bid protests.
  - Serves as liaison between the engineering and procurement divisions and coordinates with OC San staff, legal counsel, and outside contractors to manage the business relationship of contract parties for engineering, public works, and other contracts as assigned; ensures all requirements are met in accordance with OC San's policies and federal, state, and local laws, rules, and regulations; provides consistency and oversight in contracts and contractual relationships.
  - Serves as the lead in the Professional Design Services Contract Administration program; leads the interdepartmental (Engineering/Contracts) working group developing integrated policies, procedures, and practices, including solicitation templates for complex procurements.
  - Reviews, comments, and recommends changes on design submittals including specifications and drawings as they pertain to contract requirements; recommends changes corresponding to contractually defined terms to be used properly and consistently; ensures sole source requirements are met by requiring the project engineer to provide sole source justification and approval, as necessary.
  - Reviews and/or prepares bid documents, contract stipulations, process specifications, liability and insurance requirements, bonds, and faithful performance warranties.
  - Coordinates, approves, and administers contracts, change orders, amendments, addendums, extensions, stop notices, releases, and closeout agreements to ensure all contractual obligations have been met.
  - Reviews progress payments to ensure payments are processed in a timely manner and that value is received for any payments made.
  - Advises departments of contractual rights and obligations under approved terms and conditions; assumes responsibility for interpretation of contract language; resolves disputes between parties.
  - Manages the contractual relationship including the conduct of parties, relationship with contractor, communications, business systems, authority for procedures, and duties of all parties; assumes responsibility for managing any claims or disputes not resolved in the field.
  - Negotiates contracts with vendors; directs major contract purchases; interfaces with service providers to expedite timely completion of contract agreements.
  - Manages and tracks the flow of paperwork involved for procurement and execution of engineering contracts; maintains comprehensive contractual records and periodically monitor progress of all goods and service agreements, from inception through completion, to enforce milestones, deliverables, and post-contract warranties; conducts periodic internal audits to ensure that proper documentation and procedures have been maintained.
  - Manages the responses to Public Records Act requests; oversees less experienced staff in the preparation of responses and provides the requested information within the statutory timeframe.
  - Participates in various committees related to the contract administration function; assists in the development of training materials/guides and distributes information to all stakeholders, as necessary.
  - Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of contracts administration; researches emerging products and enhancements, new project delivery methods, and their applicability to OC San needs.
  - Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
  - Performs duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of providing functional direction and training.
- Advanced principles, practices, and methods of public and governmental contracts administration programs and processes and their application to OC San operations.
- Engineering design and construction practices and processes related to the construction, maintenance, and operation of wastewater treatment facilities.
- Public contracting authority and responsibility.
- Principles and practices of project management and administration.
- Advanced principles and practices of contract including legal language and terminology.
- Principles, methods, and techniques of negotiations and approving contract amendments and change orders.
- Advanced principles and applications of critical thinking and analysis.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Business math and basic statistical analysis.
- Practices and techniques of financial document processing and record-keeping.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Oversee and administer assigned programs and/or projects and promote the individual professional growth and development of less experienced staff; plan, organize, and coordinate the work of assigned staff; effectively provide staff leadership and work direction.
- Prepare and compose agreements, contracts, amendments, change orders, bid documents, addenda, and specifications for engineering services.
- Advise and explain contracting policies, procedures, and standards.
- Research and utilize data and information to achieve cost effective results.
- Negotiate contracts, agreements, and contract changes and resolve contractual disputes.
- Resolve conflict through workable solutions and alternative approaches.
- Develop and implement new or enhanced systems, methods, policies, and procedures; monitor program progress in meeting goals and objectives; conduct updates with management staff to inform and advise on program progress; make adjustments as necessary.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution and to achieve cost effective results.
- Maintain accurate financial records and reports for informational, auditing, and operational use.
- Make accurate arithmetic, financial, and statistical computations; review and verify accuracy of data.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and OC San in meetings with governmental agencies, contractors,

- vendors, and various businesses, professional, regulatory, and legislative organizations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in business or public administration, contract law, or a related field.
2. Five (5) years of work experience in the development and administration of a variety of public contracts.

**Licenses and/or Certifications:**

- Must possess a valid California Class C Driver's License.

**Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109) . Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

**PHYSICAL DEMANDS**

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various OC San sites; this is primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

**ENVIRONMENTAL ELEMENTS**

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**OTHER REQUIREMENTS**

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.