

SENIOR 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 direction, performs complex and responsible work in managing the business relationship of contract parties in coordination with OC San staff, legal counsel, and outside contracts; participates in the development and fulfillment of the more complex contracts and requirements in accordance with OC San policies and federal, state, and local laws, rules, and regulations; provides consistency and oversight in contracts and contractual relationships; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is the third of four levels within the contracts job series. Positions at this level perform the more difficult assignments, projects, analyses, and programs assigned to classes within the series, requiring the use of considerable discretion and independent judgement in performing assigned work and full and thorough knowledge of the concepts, practices, procedures, and policies of contract administration. Assignments are given with general guidelines and positions are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Responsibilities may include providing guidance on programs and/or projects and providing coaching and mentoring to lower-level staff. This class is distinguished from the Principal Contracts Administrator in that the latter is responsible for developing, implementing, and managing the most complex programs/projects, serving as an expert internal consultant, and providing functional and technical direction to assigned staff.

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.

- Coordinates with OC San staff, legal counsel, and outside contractors to manage the business relationship of contract parties; and ensures all requirements are met in accordance with OC San policies and federal, state, and local laws, rules, and regulations; provides consistency and oversight in contracts and contractual relationships.
- Participates in the development and fulfillment of complex contractual agreements, master agreements, construction contracts, professional services agreements, sole source agreements, inter-agency agreements, escrow agreements, task orders and pre-qualification packages.
- Reviews bid documents, contract stipulations, process specifications, liability and insurance

- requirements, bonds, and faithful performance warranties.
- Develops, reviews, and approves contract content including material, equipment, and/or service costs, performance requirements, compliance with insurance and bonding requirements, liquidated damages, changes, amendments, and delivery schedules to ensure completeness and accuracy.
- Negotiates contracts with vendors; directs major contract purchases; interfaces with service providers to expedite timely completion of contract agreements and ensure service provision expectations are met.
- 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.
- Coordinates, approves, and administers OC San contracts for public works construction projects and architectural and engineering design services; approves and administers master contracts, task orders, progress payments, change orders, amendments, addenda, time extensions, subcontractor substitutions, non-compliance issues, construction claims, stop notices, releases, release of retentions, contract termination, and closeout agreements.
- Oversees the bid process for assigned projects or contracts; reviews questions from potential bidders; prepares Question and Answer (Q&A) logs and composes addenda; conducts pre-bid conferences and meetings; evaluates and determines the responsiveness of bids; issues notices of award and notices to proceed; coordinates responses to bid protests.
- Advises departments of contractual rights and obligations under approved terms and conditions; resolves disputes between parties.
- Manages the contractual relationship including the conduct of parties, relationship with consultants and contractors, communications, business systems, authority for procedures, and duties of all parties.
- Maintains comprehensive contractual records and periodically monitors progress of all goods and services agreements, from inception through completion, to enforce milestones, deliverables, and post-contract warranties.
- Manages and tracks contract and procurement paperwork flow; conducts periodic internal audits to ensure that proper documentation and procedures have been maintained.
- Formalizes contract and purchasing processes through development of Standard Operating Procedures manual; develops, maintains, and administers template documents and formal written procedures and guidelines for procurement.
- Provides leadership and guidance to others on programs and/or projects; as a program and/or project leader, 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; is a resource to employees by possessing specialized skills; develops and implements work improvements.
- 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.
- Coordinates and oversees the release of contract documents and associated information in response to requests for public records received by the Clerk of the Board.
- 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:

- Modern principles, practices, and methods of public and governmental contracts administration

- programs and processes and their application to OC San operations.
- Principles and practices of contract development and administration including contracts for public works construction projects and architectural and engineering design services, master agreements, professional services agreements, sole source agreements, inter-agency agreements, and escrow agreements.
- Contract law including legal language and terminology.
- Principles, methods, and techniques of contract negotiations and approving contract amendments and change orders.
- 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.
- 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:

- Prepare and compose agreements, contracts, amendments, change orders, bid documents, addenda, and specifications.
- Advise and explain contracting policies, procedures, and standards.
- Research and utilize data and information to achieve cost effective results.
- Apply critical thinking and analysis to a broad range of situations including decision-making and problem-solving.
- Negotiate contracts, agreements, and contract changes, and resolve contractual disputes.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Provide direction to others in proper work procedures.
- Resolve conflict by establishing workable solutions and alternative approaches.
- Inspect the work of others and maintain established quality control standards.
- 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.
- 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, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- 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. Three (3) years of work experience in the development and administration 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.