

CONTRACTS MANAGER

DEFINITION

Plans, directs, and coordinates the activities of a contracts unit engaged in the negotiation, preparation, and execution of contracts for the District.

TYPICAL DUTIES

Supervises and participates in the day-to-day operation of a contracts unit concerned with the negotiation, preparation, and execution of a variety of contracts for the District including construction contracts, real estate leases, material and supply contracts and education agreements, grant agreements, maintenance agreements, and specially funded program agreements.

Develops and implements work methods and procedures for all aspects of contract negotiations.

Advises campus officials on the preparation and interpretation of contracts for the procurement and lease of materials and services for compliance with laws and District policies.

Interprets and explains rules, regulations, policies, and procedures pertaining to District contractual agreements to District personnel, representatives of other agencies, and prospective bidders.

In coordination with the District's purchasing agent and college procurement specialists, develops contracts to obtain the majority of materials and supplies used by the District.

Analyzes and determines the most economical procurement of materials and supplies in large quantities based on need, cost, and storage facilities; evaluates the advantages of lot bidding for District-wide procurements; analyzes lease versus purchase questions; and makes recommendations thereon.

Develops and prepares technical procurement specifications and formal bidding documents for complex and specialized equipment and services.

Locates sources of supply where the potential number of vendors is likely to be limited, including non-local markets.

Effectively utilizes specialized software programs to process contract related documents.

Interviews sales representatives of current and prospective vendors regarding new and improved products, trade practices, and services.

Supervises and participates in the preparation of reports and correspondence relating to contracts.

Signs contracts on behalf of the District.

Oversees the resolution of complex problems and issues over contractual interpretations and between vendors and users regarding deficiencies in quality of goods or services received by the District.

Develops training sessions for college employees on contracts procurement procedures and practices.

Prepares Board agenda items and reports for submission to the Board of Trustees.

Directs the maintenance of official files of contracts, construction bids, and related documents.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Contracts Manager** applies a thorough knowledge of contract law related to construction, procurement, insurance, real estate, and business management principles in directing, planning, and coordinating the day-to-day activities of a contracts unit engaged in the negotiation, preparation and execution of a variety of contracts for the District.

A **Contracts Analyst** applies a thorough knowledge of contract law and procurement principles in the performance of a variety of complex journey-level staff work related to the negotiation and preparation of bids and contracts for the lease and/or purchase of non-routine or complex equipment, materials, services, and in the supervision of staff.

An **Assistant Contracts Analyst** performs a variety of administrative staff work of moderate complexity related to the preparation of contracts and leases for equipment, materials, and services.

SUPERVISION

General supervision is received from the Director of Business Services. General supervision is exercised over professional and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Practices and procedures of public and private funding, contracting and procurement
- Practices and principles of business management, business law, and public administration and organization
- Current trends and developments related to contracts and procurement
- Business law and sections of California State Codes related to contracts, competitive bidding, leasing and procurement
- District business procedures, processes, and policies pertinent to contracts and procurement
- Principles of personnel management and methods of supervision
- Capabilities of computer systems, software, and hardware common to the business and operational activities of the contracts unit

Ability to:

- Plan, organize, and coordinate the operations of a contracts unit
- Negotiate contract terms favorable to the District and in accordance with law and District policies
- Analyze, interpret, and apply statutes and ordinances related to contracting and procurement activities
- Confer with operating officials concerning procurement and lease specifications and to modify specifications in cooperation with such officials in accordance with the latest manufacturing and marketing data

Ability to: (Cont.)

- Deal effectively and tactfully with all levels of personnel in the District and representatives of contractors and other public agencies
- Collect, interpret, and evaluate complex data; conduct studies and surveys necessary for recommendations relating to product and market information, and procuring and leasing practices and procedures
- Ensure compliance with bid and contract specifications
- Acquire materials at the best price in accordance with law, specifications, quality, and delivery requirements
- Effectively utilize computer equipment and management information systems in the performance of duties
- Make clear, concise, and effective oral and written presentations
- Organize, train, supervise and direct the work of others
- Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. Graduation from a recognized four-year college or university with a degree in public administration, business administration, construction management or a closely related field **AND** four years of professional-level full-time paid experience in contract administration, public administration, business administration, or law, which included preparing, negotiating, and processing of contracts. Supervisory experience is desirable.

OR

- B. A degree in law from a recognized college or university **AND** two years of professional-level full-time paid experience in contract administration, public administration, business administration, or law, which included preparing, negotiating, and processing of contracts. Supervisory experience is desirable.

Special:

- A valid Class "C" California driver's license.
- Access to an automobile.