

CONTRACTS MANAGER

Purpose Statement

The job of Contracts Manager is done for the purpose/s of assisting in the administration of the contracting process and organizing, preparing, and maintaining contracts for architectural, engineering, and facilities consulting agreements and specialized buying assignments including construction and public works bid documents, contracts, files and budget documents. This position may supervise purchasing department staff.

Essential Functions

- Perform specialized and complex professional work in the development, control and analysis of contracts; assure compliance with guidelines, rules, regulations and procedures regarding professional services and construction contracts, license agreements, and leases.
- Work with district staff to develop contracts for project-related services from initial inception to project completion; provide technical advice to department and school administrators and assist in solving procurement problems.
- Develop contracts for professional services, construction services, license and lease agreements and other agreements related to the development and use of real property. This work includes but is not limited to agreements, work authorizations, addendums, and other necessary documentation for contracting purposes.
- Develop requests for qualifications and requests for proposals for selection of consultants and contractors. Responsible for issuing such requests and the evaluation process.
- Responsible for all aspects of contractor pre-qualification including developing and issuing requests for qualifications and the evaluation process. Maintains a list of pre-qualified contractors.
- Evaluates or monitors contract performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations including revising complex and difficult specifications.
- Evaluates and makes recommendations regarding requests for deviations from contract specifications.
- Arbitrates claims or complaints occurring in the performance of contracts.
- Reports to Supervisor on an as-needed basis, activities regarding contract implementation, contract compliance, contractor license renewals and registrations.
- Communicates with other district personnel and departments, attorneys, insurance representatives, consultants, and others for the purpose of coordinating activities, exchanging information and facilitating contract implementation.
- Develops and maintains computer database files for the purpose of tracking contract related information.
- Interprets and explains rules, regulations, policies and procedures related to public works projects and contract functions to district personnel and the public in accordance with established procedures for the purpose of providing information.
- Performs complex research through various methods to determine legality and conformance of proposed contracts (e.g. education codes, public contracts, labor codes, contractor's state license board, prevailing wage laws, etc.) for the purpose of making recommendations to district department heads.
- Performs reference checks on contractors/vendors for the purpose of recommendation of award of contracts as

required.

- Develop and administer documents for bid process, addendums, and other necessary documentation for contracting purposes; and may oversee distribution of plans, specifications, and contractor bid documents.
- Work directly with district legal staff to resolve contract or bid irregularities and bid protests.
- Perform independent research and analysis and prepare periodic or special reports.

Other Functions

- Performs related duties as assigned.

Job Requirements: Minimum Qualifications**Skills, Knowledge and Abilities****SKILLS:**

Perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: planning and managing contracts.

KNOWLEDGE OF:

Construction/architectural industry terminology for construction contracts and other related documents.

Quantity buying techniques and regulations.

Rules and regulations for public agency bidding and contract requirements, codes and ordinances including, but not limited to, public contract code, labor, civil code, education code and government code.

Technical aspects of field of specialty.

Computer applications to prepare and produce a variety of materials.

Record keeping techniques.

ABILITY TO:

Write contracts, license agreements, leases and specifications.

Use appropriate judgment in diverse and emergency situations.

Analyze a variety of construction related documents for conformance with existing laws and regulations.

Understand and communicate district objectives related to contracts.

Establish and maintain effective working relationships with others.

Prepare and present complete and accurate written and oral reports.

Prioritize and schedule work.

Meet schedules and time lines.

Operate standard office equipment including computers and related software applications.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Driving a vehicle to conduct work. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed under a generally hazard free environment.

Physical Requirements

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Education and Experience

A BA or BS degree in business or public administration or a related major and three years of recent, directly related

experience in contract administration in a large public agency environment.

Required Testing

None Specified

Certificates Preferred

Valid Driver's License & Evidence of Insurability
Availability of Private Transportation

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and
Criminal Justice Fingerprint/Background Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.

Management Job Description

Adopted by BOT 04/09/13