

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: CONTRACTS ADMINISTRATOR

DATE: 7/1/2022

JOB CODE: 51848

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MID-MGMT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general direction, plan, organize, manage, and participate in centralized contract activities including review, analysis, and drafting of both standard and nonstandard Department contracts and agreements; develop and implement contractual standards and provide technical support of Department-wide activities for the consistent administration of contracts and agreements; perform specialized grant accounting, tracking, and reporting functions; plan and coordinate the disposition, valuation, recordation, lease negotiation, and property management activities for real property interests of the Department; develop and recommend policies, procedures, and work methods in assigned areas; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The class of Contracts Administrator is a professional-level class. This single incumbent class is responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making, including developing and implementing goals and objectives of a centralized contracts and real property program in compliance with all legal requirements. The incumbent serves as a resource for organizational, managerial, and operational analysis and studies. Performance of work requires the use of considerable independence, initiative, and discretion within broad guidelines. Supervision is received from the Director of Finance. May provide technical direction to office/administrative support staff, as assigned. The incumbent may act in the absence of the Purchasing Manager.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Coordinate arrangements for meetings; attend meetings and represent the Department, as required; make oral presentations to Boards and/or commissions;

- Develop, implement, revise, and administer comprehensive programs, policies, and procedures as assigned, ensuring alignment with state and federal laws and the Department's strategic operational needs;
- Participate in the development and administration of the Department's annual budget in relation to contracts; forecast additional funds needed for facilities, equipment, materials, and supplies; recommend adjustments as necessary to meet changing conditions; administer and reconcile petty cash;
- Plan, organize, manage, direct, and participate in the Department's centralized contracting function; develop, or direct the development, of standard and non-standard contracts and agreements; ensure legal requirements are incorporated and enforced; develop negotiation strategies and negotiate contract terms and provisions; coordinate review of contract documents with legal counsel; support staff members at project meetings; recommend modifications to contract language to protect the Department's interests; maintain related files;
- Develop, manage, and issue complex formal and informal bids, Requests for Proposals (RFPs), Requests for Qualifications (RFQS), bids, procurement, and other contractor solicitations, ensuring that all applicable legal and contractual provisions are included; review and advise Department staff on scope of work documents to ensure clarity of work and contracting requirements are clear and understood; gather data and develop specifications;
- Serve as the point of contact between Department staff and contractors to provide information and resolve contract related issues; direct and participate in the solicitation, evaluation, and award of bids, RFQS, and RFPs; conduct pre-bid briefings; conduct public outreach with the goal of increasing vendor participation;
- Perform or assist others in performing bid/cost analyses; negotiate contract provisions; determine appropriate contractual instruments; create purchase orders;
- Conduct bid opening processes, issue revisions, addenda, or announcements, receive bids at bid openings; analyze and evaluate bids; determine the reliability and responsiveness of the bidders; prepare award recommendations; assure insurance bonding, and warranty requirements are met; issue notices of award and notices to proceed; address bid protests;
- Exercise regular and substantial independent judgment and procedural knowledge in performing work requiring interpretation of laws, rules, regulation, procedures, policies, and guidelines;
- Complete, file, maintain, and update the online Public Works Projects Registration form (PWC-100) for all Public Works projects performed by the Department;
- Prepare complex correspondence on behalf of the Department to vendors, consultants, and contractors regarding contractual and/or performance issues; prepare, process, and administer contract change orders, amendments, addendums, extensions, stop notices, releases, and closeout agreements to ensure that all contractual obligations have been met;
- Perform review and analysis of contractor invoices; process progress payments to ensure payments are processed in a timely manner; ensure conformance with contract provisions and budget; request additional information and invoice modifications as necessary;
- Establish contract records in the Department's databases and ensure the accuracy of contract filing systems containing original contract agreements and amendments; maintain and update files; distribute contract documents to parties of interest upon request;

- Conduct advanced research involving statistical records, project data, and grant history in support of capital improvement projects;
- Negotiate and prepare complex leases, amendments, contracts, purchase agreements, resolutions, declarations and other recordable real property related documents for legal review; prepare, process, and review legal descriptions, deeds, and other documents for accuracy and compliance with Department standards; track rental payments; prepare market rate rental assessments; prepare possessory interest and tax records for properties owned by the Department; monitor insurance certificates; maintain records and prepare a variety of reports; research county assessor and other public records, including parcel maps, existing unrecorded easements, and other documents to ensure accuracy; perform title searches as required;
- Receive and respond to tenant requests and grievances;
- Secure, examine and interpret property records and title reports; review independent appraisals to determine market value of Department properties, make recommendations regarding appraised value; arrange, and negotiate the disposition of excess property in accordance with applicable legal requirements; prepare and submit necessary reports and correspondence to applicable agencies for property disposition;
- Prepare and review various staff reports, recommendations, and agenda items related to the development and management of contracts and real property for approval by Directors, the General Manager; Water Board, and City Council as appropriate;
- Prepare rebuttals and defend the Department against project claims; support Department Directors, Deputy General Manager, General Manager, City Attorney, or outside Council in defending project claims against the Department;
- Perform complex, specialized grant accounting functions; comply with periodic reporting and reimbursement submittal requirements;
- Act in the absence of the Purchasing Manager;
- Perform related work as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Advanced principles, practices, and methods of administrative, organizational, and technical research and analysis, problem resolution, and report presentation;
- Principles and practices of public agency financing and budgeting, administration, financial record keeping, and reporting;
- Advanced principles and practices of contract development and administration, grant administration, project planning, and other related requirements of contract administration;
- Pertinent Federal, State, and local laws, rules, regulations, and codes relevant to assigned areas of responsibility;
- Legal principles and procedures related to contract law, including related language and terminology, and grant administration functions;

- Principles and practices of public agency procurement;
- Principles and practices of real estate and real property management;
- Applicable federal, state, and local laws, regulations, and policies related to property negotiation, disposal, and other real property functions;
- Methods and techniques used in the preparation of legal descriptions of property, appraisals, agreements, contracts, and other property related documents.
- Principles and practices of records retention and management;
- Legal writing and document preparation;
- Proper English usage, spelling, grammar, and punctuation;
- Modern office equipment and communication tools including computers and software programs relevant to work performed;
- Effective leadership and training methods;
- Basic public relations techniques.

Ability to:

- Participate in and manage a comprehensive contracts administration program;
- Conduct effective negotiations and represent the Department in meetings with individuals, governmental agencies, community groups, regulatory organizations, and other agencies ;
- Make presentations to boards and/or commissions;
- Effectively research and extract pertinent data from a variety of sources including scopes of service;
- Effectively and accurately prepare routine and complex, clear, and well-defined contracts, agreements, change orders, bid documents, specifications, scopes of work, and other contractual documents consistent with all applicable legal requirements;
- Prepare, administer, and monitor program budgets;
- Review and interpret utility projects; serve as a technical resource to subcontractors, contractors, government agencies, and the Department;
- Negotiate and resolve contract administration problems; respond accurately to requests and inquiries and make appropriate recommendations;
- Prepare clear and concise technical, financial, and administrative reports; draft and prepare a variety of documents including policies and procedures; initiate and compose correspondence;
- Understand, interpret, explain, and apply Federal, State, and local laws and regulations, policies and procedures, and standards applicable to areas of responsibility;
- Perform cost and payment calculations;
- Analyze, balance, and reconcile financial data;

- Maintain complete, comprehensive contract records and files;
- Use tact, discretion, and diplomacy in dealing with sensitive situations and concerned contractors and vendors;
- Exercise sound independent judgment within general policy guidelines;
- Maintain confidentiality of sensitive or privileged information;
- Establish complex electronic and manual filing and record keeping systems; maintain accurate record keeping systems;
- Deal comprehensively with inquiries or complaints and give clear explanations of procedures and regulations;
- Analyze administrative problems/funding programs and make appropriate recommendations;
- Prepare a diverse range of grant funding documents;
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments;
- Effectively use computer systems, various software applications, and modern business equipment relevant to work performed;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Direct, train, guide, monitor, inspect, and assign work to lower level staff as necessary;
- Work under moderate stress conditions;
- Maintain a driving record which meets Vehicle Code standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited college or university with the equivalent to a Bachelor's Degree in Public Administration, Business Administration, Finance, or a closely related field.

Experience: Five (5) years of increasingly responsible experience in a professional administrative capacity including, contract administration, policy development, organizational analyses, and related functions; and ability to demonstrate word processing, database, and/or spreadsheet proficiency at an advanced level.

Experience in drafting contracts and agreements associated with water/wastewater, public works, and/or major construction projects is desirable.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California driver's license. For out of state applicants, a valid driver's license is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

Possession of a Contract Management Certificate is highly desirable, or ability to obtain within one (1) year of appointment.

Possession of a National Contract Management Certificate is highly desirable.

Possession of a Notary Public Certification/License is highly desirable, or ability to obtain within six (6) months of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbent requires sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens, and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Job Description:

BOWC Approved:

Rev w/title change from Sr. Admin/Contract Analyst

11/15/2016

3/10/2020

6/28/2022