

	Class Codes	Unit
CONTRACT ADMINISTRATION MANAGER	2359	Mgmt.-District
ASSISTANT CONTRACT ADMINISTRATION MANAGER	2360	Mgmt.-Unit J

## DEFINITION

A Contract Administration Manager manages a team that conducts pre and post award contract administration and procurement activities associated with the prequalification, development and/or negotiation of architectural and engineering, construction, goods, general services, and/or professional services contracts. An Assistant Contract Administration Manager assists the Contract Administration Manager in the performance of duties.

## TYPICAL DUTIES

Manages, directs, and supervises subordinate staff with the daily administration and long term planning of contracts for the District that comply with federal, State, local, California Education Code, California Public Contract Code, District procedures, contract provisions, and applicable codes and regulations.

Develops, implements, and monitors goals, objectives, policies, procedures, work standards, and internal controls.

Prioritizes and oversees the development and completion of Requests for Proposal (RFP), Invitations for Bids (IFB), and/or Requests for Qualification (RFQ).

Oversees the advertising, pre-qualification, pre-award, recommendation to award, and post-award functions.

Oversees the selection process and due diligence requirements, reviewing and forwarding the work of the selection panel and the panel chairperson to the contracting officer for approval.

Reviews bid specifications and/or scopes of work prior to advertising.

Reviews and analyzes contracts, advises on contract provisions, and recommends approval of contracts for submission to the Board of Education.

Analyzes and interprets provisions of federal and State regulations and California Education Code sections pertinent to contracts and agreements.

Analyzes issues and prepares reports and recommendations regarding technical and project specific contractual matters to the Board of Education and various committees.

Acts as a liaison between managers, contractors, vendors, and District personnel regarding prequalification, bid and contract administration processes.

Compiles and reviews requests for similar products and services from departments and divisions.

Consults with District administrators and legal counsel regarding the legal interpretation of procurement and/or contract terms and conditions and issues such as protests, claims, and law revisions.

Trains staff and conducts in-service training and orientation programs related to contract administration activities.

Evaluates staff performance and conducts progressive disciplinary procedures when needed.

Allocates resources for projects.

Interprets and applies provisions of collective bargaining agreements related to staff.

Coordinates with departments in the District to manage business outreach efforts to encourage business participation in contracts with the District.

Collects and reviews data and metrics to establish and measure achievement of key performance metrics for the team.

May act in place of a higher-level manager in case of absence.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Contract Administration Manager manages a team that conducts pre and post award contract administration and procurement activities associated with the prequalification, development and/or negotiation of architectural and engineering, procurement, construction, goods, general services, and/or professional services contracts.

A Senior Contract Administration Manager manages contract administration activities associated with the prequalification, development and negotiation of procurement, construction, architectural and engineering, professional services, and goods and general services contracts.

An Assistant Contract Administration Manager supports the Contract Administration Manager by providing direct oversight of staff in the execution, review, and approval of contract administration duties.

## SUPERVISION

### Contract Administration Manager

General supervision is received from a Senior Contract Administration Manager, branch director, or higher-level designee. General supervision is exercised over Assistant Contract Administration Managers and/or other lower-level personnel.

### Assistant Contract Administration Manager

General supervision is received from a Contract Administration Manager, Senior Contract Administration Manager, branch director, or higher-level designee. General supervision is exercised over lower-level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Legal terminology related to procurement, construction, and architectural and engineering contract administration
- Principles and practices of public procurement, contract administration, and expenditure control
- Provisions of federal and State regulations and applicable codes pertaining to contracts, surety bonds, and insurance
- Regulations governing contractor licensing requirements
- Principles of organization, personnel management, and progressive disciplinary procedures
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- Cost and price analysis
- Acquisition life cycle and planning
- Microsoft Office Suite

### Ability to:

- Exercise good judgment in making decisions
- Develop and implement goals, objectives, policies, procedures, and internal controls
- Recognize, analyze, and deal effectively with problems and issues
- Analyze acquisition data to develop strategic acquisitions
- Utilize database system tools to effectively manage workload
- Communicate effectively, both orally and in writing
- Work effectively with administrators, District personnel, and the public
- Work well under pressure of multiple priorities and short deadlines

Work with a wide variety of financial, contract, and construction computer systems  
Supervise, train, and evaluate the work of direct and nondirect reporting personnel  
Promote equal opportunity in employment and maintain a work environment that is free of  
discrimination and harassment  
Understand, interpret, and apply laws, rules, regulations, policies, and procedures  
Maintain confidentiality

## ENTRANCE QUALIFICATIONS

### Contract Administration Manager

#### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in engineering, business or public administration, finance, school business administration, law, or a related field.

#### Experience:

Five years of professional contract administration experience comprised of any of the following facets of contracting:

- Prequalification (PQ) and pre-award in construction contracting.
- Formal competitive bidding and contract administration for one or more contracting methods: Request for Proposal (RFP), Invitation for Bid (IFB), Best Value, Design Build, professional services, and/or architectural and engineering.
- Amendments/change orders, cure remedies for deficiencies, cost and price analysis, and contract/project close out activities

The above experience must have included three years of supervisory experience.

#### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

### Assistant Contract Administration Manager

#### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business or public administration, finance, school business administration, law, or a related field. Qualifying experience in addition to that listed below may be substituted for the required education on a year-for-year basis for up to two years.

#### Experience:

Four years of professional contract administration experience comprised of any of the following facets of contracting:

- Prequalification (PQ) and pre-award in construction contracting.
- Formal competitive bidding and contract administration for one or more contracting methods: Request for Proposal (RFP), Invitation for Bid (IFB), Best Value, Design Build, professional services, and/or architectural and engineering.

- Amendments/change orders, cure remedies for deficiencies, cost and price analysis, and contract/project close out activities

The above experience must have included two years of providing technical work direction or supervisory experience.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
09-05-2024  
JPK

District Notification Date: 7-24-2024  
Union Notification Date: 7-31-2024