SOUTH COAST WATER DISTRICT

CONTRACTS MANAGER

DEFINITION

This position is located in the Immediate Office of the General Manager and manages contracts and purchasing administration for the District; develops, implements, and updates procurement policies and procedures including consideration of applicable federal, state, and local laws and regulations and industry best practices; provides contractual and project management guidance and administrative assistance to District management and staff; ensures that District staff is compliant with Board-adopted procurement policies and procedures; manages, coordinates, and completes other special projects; fosters cooperative working relationships with all departments and with outside agencies and vendors, consultants, and contractors; provides highly complex and responsible support to the General Manager; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the General Manager. The incumbent provides technical and functional direction to District staff on contracting matters.

CLASS CHARACTERISTICS

This is a single-position classification that manages contracts and purchasing administration for the District. The incumbent develops, evaluates, revises, and administers all elements of the contracting and purchasing processes between the District and outside private and public agencies, consultants, contractors, and vendors including reviewing solicitation documents, preparing contracts and agreements, contract negotiation, establishing contract insurance requirements, reviewing vendor/contractor insurance certificates, amendments and change orders of contracts, and advising staff on contractual and project related issues. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent also trains in contracting procedures and processes and provides oversight, not direct performance management supervision, to an analyst enhancing his competencies in the contracting area. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the General Manager in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordination.

The incumbent ensures that her/his activities are aligned with and support the South Coast Water District’s mission, vision, core values, core strategies, and annual action items as well as performance measures.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- Develops and updates the District’s Procurement Policy Manual; researches new regulations, industry standards, and best practices in order to make sound recommendations on improving processes and complying with applicable regulations.
- Ensures staff compliance with established procurement policies and procedures; identifies areas of recurrent staff non-compliance and develops strategies to correct non-compliance.
- Consults with District staff regarding contracting and purchasing needs and provides advice on appropriate procurement methods; manages and assists with the development of scope of works ensuring clear, detailed scopes and deliverables.
Oversees District's Pre-qualified Contractors list; develops and updates application package as necessary; reviews and evaluates application packages; monitors contractor compliance with District requirements; recommends removal of non-compliant contractor from list.

Reviews all Requests for Proposal (RFP), Requests for Quotation (RFQ), and Invitations to Bid (IFB) for conformity and compliance with District policies and procedures and to ensure completeness and accuracy before they are released to public.

Manages the evaluation of RFP, RFQ, and IFB bids, proposals, and quotations; facilitates evaluation committee meetings as well as consultant interviews; serves as advisor regarding consultant/contractor selection and award recommendations; investigates irregularities and resolves bid protests.

Reviews technical sections of bid documents to ensure provisions are clear and consistent with other contract documents and referenced specifications.

Negotiates and administers contracts for District CIP (Capital Improvement Program) projects; ensures contractor compliance with District standards and specifications, time and budget estimates, prevailing wages, payment, and performance bonds; analyzes and resolves complex problems that may arise; recommends and approves amendments and changes.

Prepares District’s standard agreements and contracts awarded to consultant, contractors, and vendors; drafts legal and administrative sections of contract documents for legal review.

Develops non-standard contracts and agreements for specialized projects and services or agreements with outside local agencies including target price contract, design/build, right of way agreements, interagency agreements, and other documents.

Develops and maintains a listing of all District active and planned contracts for use at Procurement Strategy meeting as well as office use.

Identifies areas of risk when reviewing non-District contracts and terms and conditions and presents to District Counsel, if necessary; evaluates appropriate risk for each contract.

Oversees insurance certificate tracking system; reviews and determines that vendor or consultant or contractor insurance certificates meet or exceed District requirements by applying thorough knowledge of District's/JPIA insurance coverage requirements.

Reviews, specifications, indemnification, liability, and insurance requirements, bonds, and faithful performance warranties; directs conformity and compliance with District policies, procedures, and service provision expectations.

Coordinates and monitors contract change orders, amendments, addendums, extensions, stop notices, and releases.

Confers with and advises project managers and other District staff to resolve vendor, consultant, and contractor issues such as non-performance or construction defects; ensures compliance and conformance with District contracts and applicable laws; resolves procurement protests in conjunction with staff, executive management, and legal counsel.

Serves as project manager on various projects as assigned by the General Manager.

Prepares routine and complex correspondence on behalf of the District to vendors, consultants, and contractors regarding contractual and/or performance issues, notices to proceed, notices of awards, pre-qualification letters, letters of regret, and other documents.

Provides technical expertise and guidance to District employees involving contracting and purchasing standards, procedures, issues, and trends; interprets and explains applicable laws, regulations, codes, and policies.

Assists and orients contractors doing business with the District with the process/procedures of contract/labor compliance providing consistency and oversight in contracts and contractual relationships; interfaces with service providers to expedite timely completion of contract agreements.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

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Principles, practices, and techniques of contract administration, negotiation, preparation, and monitoring including construction, engineering, and professional/personal service contracts.

Principles and practices of purchasing administration including development of scope of work and specifications, competitive bidding, contract negotiations, and penalty procedure for non-compliance.

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.

Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to purchasing and contract administration including Public Contracting Code and Uniform Commercial Code.

Procedures and guidelines used to investigate employment and business practices related to assigned area of responsibility.

Statistical procedures used to research, compile, summarize, and evaluate data.

Legal language and terminology as it relates to contracts.

Principles and procedures of record keeping and reporting.

Research and reporting techniques, methods, and procedures.

Modern office practices, methods, and computer equipment, systems, and applications.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

Recommend and implement goals, objectives, and practices for providing effective and efficient services in assigned area of responsibility.

Manage and monitor complex projects, on-time and within budget.

Interpret, apply, explain, and ensure compliance with Federal, State, local, and District policies, procedures, laws, and regulations.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Analyze, interpret, summarize and present technical information and data in an effective manner.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Effectively represent the contracts office and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

Establish and maintain a variety of filing, record keeping, and tracking systems.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Use English effectively to communicate in person, over the telephone and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish and maintain effective working relationships with those contacted in the course of the work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
Five (5) years of highly responsible experience in managing a comprehensive contracts program, preferably in a public agency, including experience with evaluating contract processes and procedures, and implementing program improvements and ensuring regulatory compliance.

Training:

Equivalent to a four-year degree from an accredited college or university with major coursework in business or public administration, finance, engineering, accounting, or a related field.

License or Certificate:

➢ Valid California class C driver’s license with satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in an 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.

*The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*