CLASS SPECIFICATION
Contracts Development and Review Administrator

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, manages key contracting processes within a large bureau to contain costs, monitor payments, define and enforce deliverables, and ensure compliance with legal requirements; supervises supporting professional and administrative staff; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Contracts Development and Review Administrator directs and participates in activities related to managing complex contracting processes in a large bureau. The incumbent: develops and maintains policies and procedures to ensure cost control, contractor performance, and legal compliance; participates in writing, negotiating, revising, and enforcing contracts as needed; reviews costs and deliverables; approves contracts before they go out to bid; oversees payments to contractors; ensures compliance with applicable law and City policies, to include policies on equitable use of historically underutilized businesses; implements auditing procedures to monitor contractor performance; and implements procedures for evaluating program effectiveness. The incumbent is expected to exercise significant discretion in achieving the goals and objectives of the program.

The Contracts Development and Review Administrator is distinguished from other management classifications by the incumbent's specialization in the development and review of contracts and responsibility for managing complex contracting processes within a large bureau.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, integrates and evaluates the work of assigned staff; with subordinate staff, develops, implements and monitors work plans to achieve the unit's mission, goals and performance measures; directs the development of and monitors performance against the unit budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides

coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Provides leadership and works with staff to develop and retain a highly competent, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Develops and implements polices, procedures, business practices, and control mechanisms for developing, writing, and enforcing contracts.

5. Acts as Bureau's liaison with Bureau of Purchases to expedite contracts through the City's process: by resolving issues, implementing Bureau of Purchases policies and requirements throughout the bureau; representing the Bureau on purchasing policy committees; establishing processes and controls to ensure Bureau compliance with City policies; and monitoring contract document quality submitted to Bureau of Purchasing.

6. Reviews scopes of work and deliverables on Professional, Technical, and Expert (PTE) or construction contracts for clarity, enforceability, and cost effectiveness; reviews compensation terms to ensure that amounts, terms, and methods of progress and payment are appropriate, and compensation is tied to deliverables; approves execution of contracts.

7. Assists project managers with developing solicitation documents; conducting the selection process; negotiating contract terms; handling contractor performance issues; and developing negotiation strategies.

8. Negotiates with contractors as needed.

9. Oversees contract auditing; corrects deficiencies in contract performance and enforcement; and amends contracting procedures as needed to prevent future deficiencies.

10. Supervises employees who support contracting processes by tracking, monitoring and reporting on contracting activity; and by developing, implementing, and administering MWESB (Minority, Women, Emerging Small Business) business opportunity programs within the bureau.

11. Develops, recommends, and manages the program budget; develops and implements associated program policies and operating and administrative procedures.

12. Evaluates the effectiveness of program activities and makes or recommends modifications; monitors conformance with program budget and other City/grantor requirements; prepares narrative and oversees development of statistical reports on program performance.

13. Serves as an expert program resource; provides training and technical assistance to City and other bureau staff; interprets policies and associated regulations; represents the bureau in meetings with outside agencies and contractors.

OTHER DUTIES

1. Trains management and staff on contracting policies, procedures, legal requirements, and best practices.

2. Manages outreach efforts to the consultant community to review bureau business practices.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods and techniques of public agency purchasing and contracting, including competitive bidding procedures.

2. Principles, practices and techniques of contract negotiation and administration.

3. Applicable municipal and state laws and regulations governing City contracting activities, including those related to MWESB firms.

4. Contract auditing procedures

5. Minority and women's issues in business.

6. Budgeting practices and procedures.

7. Record keeping practices and procedures related to a contracting function; contract data information systems.

8. Principles and practices of sound business communication, project management, outcome analysis, collaborative problem solving and conflict resolution.

9. Principles and practices of effective supervision.

10. City human resources policies and labor contract provisions.

11. Current trends and developments in contract administration, writing scopes of work, and contract negotiations.

Ability to:

1. Plan, coordinate, manage and evaluate complex work programs including many diverse elements.

2. Define issues, analyze information and problems, evaluate alternatives and develop sound conclusions and recommendations.

3. Present proposals and recommended courses of action clearly and logically.

4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.

5. Understand, interpret, explain, apply and enforce municipal and state law and regulations governing contracting procedures.

6. Develop and implement sound, efficient, cost effective contracting standards, procedures and processes.

7. Train others in contracting processes and procedures.

8. Communicate clearly and effectively orally and in writing.

9. Prepare clear, accurate and concise records and reports.

10. Establish and maintain highly effective working relationships with City managers, staff, contractors, community and industry/trade organizations and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business administration, public administration, finance, or a closely related field; and at least five years of progressively responsible experience in contracting for a variety of services, including substantial experience with contracting and work with MWESB firms, and including at least a year of experience in a supervisory or program management experience capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:
Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

3359 PUBLIC WORKS PROJECT MANAGER. Adopted: 07-01-92; Revised: 01-28-94; Revised: 08-31-94; Revised: 09-21-95; Revised: 03-11-96.

Revised: 12-01-04 (Expanded concept to include PTE and/or construction contracts.)

June 2009 - Change Job Class number from 7135 to 30000455, due to system change.