

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

## CONTRACTS MANAGER District Services Management Class Specification

### **DEFINITION:**

Under general supervision, will develop, monitor and resolve problems related to expenditure in contract for renovation and new construction projects, scheduled maintenance, services, materials, supplies, fixtures and equipment. To provide administrative support for the planning, coordination and management of contracts; to prepare, examine, analyze and write technical and performance standard requirements; develop bid and delivery schedules, prepare requests for proposal packages, bids and process specifications; and participate in the development and fulfillment of contract requirements; and to perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

This is a single position class responsible for the administration of contracts for renovation and new construction projects. This position works extensively with outside consultants, contractors and vendors and provides complex administrative support throughout all phases of projects including the procurement of necessary scheduled maintenance, services, materials, supplies, fixtures and equipment for project completion. Receives general direction from the Program Director. Exercises direct supervision over assigned clerical, technical, professional and supervisory personnel.

### **EXAMPLES OF DUTIES/ESSEIAL FUNCTIONS:**

Duties/essential functions may include, but not be limited to, the following:

- Acts as a single point of contact for Project Managers to review and revise terms and conditions of proposed contract language and provides technical assistance to Project Managers in the preparation of requests for proposals, invitations for bids and requests for qualifications.
- This position ensures compliances with all state and federal law and ensures insurance requirements and proof of coverage, and ensures approved expenditures within area of administrative responsibility, in accordance with the Districts policies and procedures related to annual expenditures, internal controls, administrative regulations and purchasing manuals.
- This position may supervise, instruct and provide guidance and instruction to District staff involved in planning, design and construction projects.

- Works with administrative and technical personnel, outside consultants and vendors in the design of projects include cost estimates, project bidding schedules and procurement of furniture, fixtures and equipment and construction supplies and materials.
- Provides project administration and staff support for design services and construction contracts including bid solicitations, job walks, pre-construction conferences, processing of required contract submittals, progress payments, substitution of subcontractors, change orders, project close out and informational expenditure summary reports.
- Develops and issues construction documents and furniture, fixtures and equipment specifications for bidding or pricing; sets bidding schedule, holds pre-bid and job site conferences, open bids, analyzes bid requests, assists in securing approval to proceed with projects and issues notice to proceed in conjunction with the Facilities Project Managers and the Director of Procurement.
- Process and expedites purchase orders; maintains an intranet-based “Purchase Order Tracking” resource for project completion and budget expenditure plans.
- Assists project managers, District directors and other administrative staff in monitoring contracted projects; coordinates required changes in work scope; serves as liaison between contractor and local unions, colleges and consultants during construction to resolve problems, offer remedies in order to maintain project schedules and budget.
- Identifies opportunities to consolidate contracts and leverage buying power with suppliers; uses innovation solutions and best procurement practices to take advantage of economies of scale.
- Maintains, modifies, prepares and submits specific plans, documentation and reports in compliance with specific federal, state and local requirements related to building projects, environmental health and safety compliance and related issues.
- Monitors developments in the purchasing field and recommend improvements to internal policies, administrative regulations and procedures and related policies.
- May supervise, instruct, evaluate and lead staff as required.
- Prepares periodic and special reports as assigned.

### **MINIMUM QUALIFICATIONS:**

**Knowledge of:** Modern public procurement principles and practices, including formal and informal competitive bidding procedures; principles and practices of construction contract administration, negotiation and expenditure control; principles of construction

project cost estimating; regulations governing contractor licensing requirements; basic principles, practices and techniques of construction project management, project taking and reporting; methods and techniques of price analysis and procurement for construction project; principals, practices of employee supervision, including selection, training, work evaluation and discipline; applicable federal, state and local laws, codes and regulations related to facilities construction and modernization; English usage, vocabulary, grammar and spelling; principles and practices of report preparation.

**Ability to:** Perform professional contract administration function supporting district construction projects; assist district and college staff in the planning and coordination of activities associated with construction and modernization projects; conduct cost analyses of proposed projects, recommend budget and expenditures and procure required furniture, fixtures and equipment, services and materials; monitor construction schedules and milestones for project completion and budget expenditure plans; understand and comply with complex rules and regulations; develop and implement goals, objectives, policies and procedures; work with a variety of district, construction and contract personnel; plan and organize work to meet changing priorities and deadlines; prepare correspondence and clear and concise reports, plans and specifications; communicate clearly and concisely, both orally and in writing; understand and carry out oral and written directions; establish and maintain cooperative working relationships with those contacted in the course of work.

**Education/Training:** A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance or technical field. A master degree is highly desirable.

**Experience:** Any combination of experience and training that would provide the required knowledge and abilities if qualifying. Five years of professional contract administration experience including contract management for a wide variety of services, materials, supplies and equipment. Trained and having experience in the use of spreadsheets, word processing and database systems and software. Must be able to travel to various locations within the services area.

**License/Certification:** A valid Class C California Driver's License.

Adopted by the Board of Trustees  
Effective: January 17, 2007  
Board Designation: Administrative  
(p:/contracts manager)