



Classification Title: Contracts Administrator

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| Department: | Business Services (Contracts) | EEO6 Code: | 5 |
| Employee Group: | Classified | Salary Grade: | 32 |
| Supervision Received From: | Director, Business Services | Date of Origin: | 9/2016 |
| Supervision Given: | Direction and Guidance | Last Revision: | 5/2024 |

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 by individual positions.

JOB SUMMARY.

Performs routine to moderately responsible contract administration activities for the solicitation, review, analysis and drafting of standard and non-standard contracts and agreements; provides technical contracting support and assistance in preparing formal bid documentation in accordance with District standards, policies and all applicable legal requirements; provides clerical and records management support for the Business and Contract Services department.

DISTINGUISHING CHARACTERISTICS.

Contracts Administrator is a full journey-level classification and is distinguished from Senior Contracts Administrator by the former's responsibility for overseeing routine contract administration assignments, while incumbents in the latter class deal with more difficult issues and a broader scope of assignments.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Participates in the development and implementation of new or existing contractual agreements and documents, clinical/instructional agreements and formal and informal pre-qualification packages and renewals; evaluates and makes recommendations on the revision of contractual terms and conditions as appropriate; maintains tracking system to notify internal departments of renewals and work with external entities to meet requirements and timeframes.
2. Assists in drafting, assembling and issuing bids, Requests for Proposals, Requests for Quotations and other contractor solicitations; attends pre-bid conferences; serves as point of contact between District staff and contractors to provide information and resolve contract-related issues; creates and processes addendums; validates all legally required forms are completed, including certificates of insurance and bonds; validates all vendor insurance is current and meets District risk management requirements; validates all vendor bonding meets bidding/project requirements; confirms vendor eligibility.
3. Administers or assists in the administration of contracts for construction projects, administrative/consulting services, public works projects and other purposes; prepares, processes and tracks contract amendments; assists in the review of progress and performance against contract requirements and drafts reports for higher-level contract administration professionals to review with department and project managers; receives, organizes and processes construction notices; prepares and processes completion notices, final payments and bond release letters.
4. Verifies all contractors and subcontractors submitting bids or prequalification to participate on any public works projects over \$1,000 are qualified through the California Department of Industrial Relations; validates that contractors are in

compliance with all labor laws including prevailing wage requirements; completes and submits all compliance monitoring forms.

5. Drafts, creates and prepares contracts, amendments, extensions and terminations for review and/or execution by administrators; prepares and maintains documentation on a variety of contract and contract administration issues; assists construction project management firms with recordkeeping and administrative and clerical functions related to contracts.
6. Maintains and updates contract files; maintains and updates the California Uniform Public Construction Cost Accounting Act (CUPCCAA) survey application; maintains, processes and updates Proposition M bond prequalification packages for projects over \$250K; distributes contract documents to parties of interest and upon request; maintains contract and bid logs and related specialized records.
7. Researches, compiles and prepares statistical reports and studies.

Marginal Functions:

1. Researches and responds to California Public Records Act requests.
2. Works with department website administrator to ensure projects are updated on department website.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

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

Experience: Two years of procurement and contract administration experience.

Education/Training: Equivalent to an associate's degree from an accredited college or university with a major in business or public administration, finance, operations management or a closely related field.

Preferred Qualifications:

Procurement and contract administration experience involving educational institutions or public construction projects.

Knowledge of:

1. Principles, practices, methods and techniques used in public agency contracting and contract administration.
2. Basic risk management policies as they pertain to vendor insurance requirements.
3. Federal and state laws and regulations and policies and procedures relevant to assigned areas of responsibility governing purchasing and contracting activities.
4. Research methods and statistical analysis techniques.
5. Contract and document preparation and processing.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
8. Provisions of the California Public Records Act and the Ralph M. Brown Act.
9. Modern office practices, procedures and equipment including computers and applicable software programs.

Skill in:

1. Reaching sound recommendations on technical data and legal requirements associated with contract development.
2. Evaluating contract and risk management documents and making sound decisions on their administration and enforcement.
3. Understanding, interpreting and preparing a variety of documents including legal documents, contracts, appraisals and financing packages.
4. Reviewing contractor invoices, performing cost calculations and making accurate determinations on contractor payments.
5. Communicating clearly and effectively, both orally and in writing.
6. Preparing clear, concise and accurate reports, documents, data entries, and other written materials.
7. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
8. Organizing and maintaining specialized files.
9. Maintaining confidentiality of financial statements, files and contractors' records.
10. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
11. Exercising tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
12. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk; and to use hands to repetitively finger, handle and feel computers and standard business equipment.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.