



**Classification Title: Senior Contracts Administrator**

<b>Department:</b>	Business Services (Contracts)	<b>EEO6 Code:</b>	3
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	34
<b>Supervision Received From:</b>	Director, Business Services	<b>Date of Origin:</b>	9/2016
<b>Supervision Given:</b>	Direction and Guidance	<b>Last Revision:</b>	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 difficult and responsible contract administration activities for the solicitation, review, analysis and drafting of both standard and non-standard District contracts and agreements; develops and recommends contractual standards and provides technical support for the consistent administration of contractor, consultant and vendor agreements; participates in assigning work to lower-level staff.

**DISTINGUISHING CHARACTERISTICS.**

Senior Contracts Administrator is an advanced journey-level, lead-level classification and is distinguished from Contracts Administrator by the former's thorough understanding of District contracting and by assignments that are received in the form of broad policies, objectives and procedures to be applied in the contract administration process.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

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

1. Participates in developing complex contractual agreements and documents, including master agreements, complex professional service agreements, standard and non-standard clinical/instructional agreements and formal and informal pre-qualification packages and renewals; evaluates and makes recommendations on the revision of statements of work, contractual terms and conditions as appropriate; explains applicable codes, policies and regulations to District administration and staff; confers with legal counsel as needed on contractual issues.
2. Provides advice and recommendations on the application of contracting policies, state and federal laws and regulations pertinent to procurement and contracting situations; drafts and recommends new and revised contracting policies, procedures, contract templates, forms and other materials.
3. Reviews or drafts, assembles and issues bids, Requests for Proposals (RFPs), Requests for Qualifications (RFQs) and other contractor solicitations; ensures the RFP/RFQ process complies with federal, state and District codes, regulations, laws and policies; conducts pre-bid conferences and bid openings; analyzes bid submittals; determines the responsiveness of bid submittals; corresponds with contractors regarding bid status and sets up finalist interviews; conducts bid protest process.
4. Administers contracts for construction projects, administrative/consulting services, equipment purchases and other purposes; tracks contract amendments; receives, organizes and processes construction notices; prepares completion notices and bond release letters.

5. Oversees the maintenance and reporting of contract records in District databases and filing systems, including original contract agreements and amendments, contract logs and related specialized records, public works projects, real estate transactions, legal agreements and recorded property documents, contracts and agreements; oversees records management including retention, retrieval, destruction and disposal.
6. Composes and submits Governing Board agenda items; submits background documents, exhibits and materials; validates required approvals and signatures are obtained.

**Marginal Functions:**

1. Researches and responds to California Public Records Act requests.
2. 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:** Four years of procurement and contract administration experience.

**Education/Training:** Equivalent to a bachelor'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. Advanced principles, practices, methods and techniques used in public agency contracting and contract administration.
2. Risk management policies as they pertain to vendor insurance requirements.
3. Federal and state laws and regulations and policies and procedures governing purchasing and contracting activities.
4. Principles and practices of real property acquisitions, leasing and disposition.
5. Research methods and statistical analysis techniques.
6. Contract and document preparation and processing.
7. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
8. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
9. Provisions of the California Public Records Act and the Ralph M. Brown Act.
10. Modern office practices, procedures and equipment including computers and applicable software programs.

**Skill in:**

1. Assigning, reviewing and evaluating the work of staff engaged in a wide range of contract administration activities.
2. Drafting and reviewing clear, well-defined contracts and agreements consistent with all applicable legal requirements.
3. Analyzing and making sound recommendations and decisions on complex technical data and legal requirements associated with contract development.

4. Evaluating contract and risk management documents and making sound decisions on their administration and enforcement.
5. Understanding, interpreting and preparing a variety of documents including legal documents, contracts, appraisals and financing packages.
6. Communicating clearly and effectively, both orally and in writing.
7. Preparing clear, concise and accurate reports, documents, data entries, and other written materials.
8. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
9. Organizing and maintaining specialized files.
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.