

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Contract Specialist

Unit: Supervisory and Professional

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Job Code: D1282
Original Date: 09/2008
Last Revision: 04/2018
Staff Type: Classified
FLSA status: Exempt
Salary Range: 10

DEFINITION

Under direction of the Vice Chancellor, Facilities Management, or assigned manager, oversee all activities of the professional services and construction contract procurement processes. Organize the development, negotiation, and administration of contracts for the construction bidding process and solicit, procure, and administer professional consulting services. Supervise staff in the performance of accounting work related to assigned functions.

EXAMPLE OF DUTIES

1. Oversee the construction contract procurement process, including contractor pre-qualifications, contract bid packages, design/build contracts, construction management agreements, Requests for Qualifications, Requests for Proposals, bid openings, bid evaluations, and award recommendations.
2. Organize the development and administration of all documents for the bidding process, including work authorizations, addenda, bonds, stop notices, escrow account processes, subcontractors, and contract closeout; develop new and revise existing contract terms and conditions; administer the distribution of plans, specifications, addenda, and other documents required in the bidding process.
3. Assist with negotiation of agreements with contractors for direct source procurement and services and declared emergency construction services. Resolve major contractual language and administrative issues.
4. Oversee validation and verification of appropriate bond and insurance coverage secured by contractors and consultants and the maintenance of those records.
5. Oversee the negotiation of terms and conditions, professional rates and fees, and review of contracts for professional services to ensure compliance with policies and procedures. Assist with the review of cost estimates and budget expenditures related to various construction projects.
6. Supervise related accounting processes, including requisitions for purchase orders, budget control, processing invoices, reconciling discrepancies, preparing reports, and maintaining records. Ensure labor code issues are resolved prior to issuing contracts or making invoice payments to contractors.
7. Develop and maintain database files for tracking contracts and expenditures and other contract related files and reports.
8. Recommend, develop, and implement goals, objectives, policies, procedures, and internal controls for contract overview. Prioritize, oversee, and develop Requests for Proposals and Requests for Qualification processes and other contract management related functions for professional services contracts.
9. Analyze issues and prepare reports and recommendations to the Board of Trustees and various committees regarding technical and project specific contractual matters.
10. Work closely with legal staff to create new or custom construction contract terms and conditions and resolve bid irregularities and bid protests. Consult with legal counsel regarding issues such as claims and law revisions. Analyze and interpret provisions of federal and State regulations and Public Contract Code sections pertinent to contracts and agreements and review with legal counsel, as appropriate.

11. Review specifications relative to contracts. Provide technical expertise, information, and contract administration assistance to District administrators, personnel, and outside organizations regarding public works construction contracting laws and regulations and departmental procedures and requirements. Resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls.
12. Lead contractor outreach efforts to assist in developing a diverse base of construction contractors and consultants, including small business and minority business enterprises.
13. File notices of completion and notices of cessation on projects as required by the Public Contract Code.
14. Select, train, and evaluate assigned staff.
15. Conduct in-service training programs related to contract administration activities. Attend meetings with District administrators and outside contractors, consultants, vendors, suppliers, construction staff, and legal council.
16. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Architectural and engineering designs, plans, and specifications and environmental reporting.
- Basic accounting and accounts payable and receivable.
- Characteristics and cost of various methods of construction, architectural, and design delivery.
- Contractor licensing requirements.
- Federal, State, and local laws, ordinances, codes, and regulations related to the public agency bidding and contracting requirements.
- Legal and construction industry terminology.
- Legal methods and processes related to construction contracts.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communication skills.
- Organization and personnel management.
- Practices and principles of contract administration.
- Principles of work direction and training.
- Procurement processes.
- Record-keeping techniques.
- State and local governmental jurisdictions and agencies in the planning, design, and permitting of school facilities.

Skills and Abilities:

- Accurately interpret and apply appropriate laws, ordinances, codes, and regulations to individual and specific projects.
- Communicate effectively both orally and in writing.
- Coordinate construction project activities.
- Establish and maintain effective working relationships with others.
- Interact with diverse population using tact, discretion, and confidentiality.
- Maintain accurate and complete records and prepare reports.
- Meet schedules and time lines.
- Motivate, direct, and train others.
- Operate a variety of standard office machines and equipment, including computer hardware and software.
- Prepare and provide clear, concise, and effective oral and written communications, reports, and presentations.

Provide direction for the preparation of accurate financial statements and reports and analyze accounting data.
Read, analyze, and interpret contractual agreements and construction specifications.
Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations or take appropriate action.
Review conditions, analyze situations, and take appropriate course of action.
Train, supervise, and evaluate the work of assigned staff.
Work effectively with District staff, commissioned architects and contractors, and representatives of other public agencies.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a degree in business, law, or public administration or a related field and four years of recent full-time paid related professional experience in contract management, including two years of supervisory experience in contract development and administration.

License:

Valid California Drivers' License and availability of a private vehicle.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Local travel for business meetings may be required.