



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

CONTRACTS MANAGER (MEASURE H)

A Classified Supervisory Position (Exempt)
Grade 189E – Salary Schedule 35

A. General Statement

The Contracts Manager (Measure H) position performs professional complex, administrative, and technical responsibilities involving developing, administering, coordinating, and implementing the District's construction and business contracts. Under direction of the Director of General Services, the Contracts Manager (Measure H) applies appropriate insurance program standards to construction and business contracts. Public contact is extensive, and involves faculty, staff, students, vendors, contractors, outside educational institutions, businesses and community representatives, and governmental agencies for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to resolve minor and major problems that arise. Consequences of errors in judgment could be costly in employee time, public relations and money; however, administrative and policy controls limit the risk of serious consequences. The College Business Officer can direct the work of paraprofessional, clerical and other staff, and student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Receives and reviews construction and business contracts from District departments
2. Assists with development and interpretation of contractual terms and conditions
3. Consults and confers with legal counsel and third party insurance administrators to evaluate and interpret contract provisions and advises administration if changes to approved contract documents are necessary
4. Ensures use of appropriate legal contract form(s) to minimize exposure to risk and liability
5. Processes contracts through required approval process
6. Serves as Purchasing's primary liaison with facilities and construction project managers in the development, review or preparation of construction related contracts and associated documents, requests for proposals, requests for qualifications, invitations for bids, sole source justifications and the conduct of these processes
7. Identifies and coordinates cross-functional proposal teams, reviews bid specifications, analyzes and evaluates bids received and makes recommendations regarding awards and contracts

8. Assures contract templates, insurance requirements and terms and conditions are appropriate for the project, professional service or construction delivery methods are contained within the solicitation documentation and contract award
9. Receives and validates contract documents
10. Facilitates execution of agreements and forwarding of executed agreements to proper parties
11. Manages the District's contractor and consultant pre-qualification processes
12. Manages vendor relationship with pre-qualification software provider
13. Identifies and manages cross functional project teams for these processes as needed to: develop schedule, direct scoring process, manage vendor inquiries, present results to administration
14. Monitors construction consultant expenditures in conformance with public contract code and informs administration as appropriate
15. Develops, manages and oversees implementation of District-wide contract, insurance, warranty or other tracking and document management system(s) to provide current, accurate and meaningful records related to construction and business contracts
16. Obtains and reviews external certificates of insurance and endorsements
17. Ensures service provider compliance with legal requirements related to contractual insurance requirements
18. Processes District certificates of insurance. Liaisons with facilities and construction project managers in requesting, gathering and processing documents related to the District's OCIP insurance program
19. Serves as primary liaison with OCIP Insurance provider
20. Stays current on relevant laws, regulations and issues pertaining to public contracting; stays current with new industry practices and activities to ensure the use of "best practices" regarding the District's contract administration and insurance coverage
21. Provides technical assistance and guidance to assist District departments in contract development, interpretation, administration and insurance requirements
22. Uses computers and a variety of hardware and software to perform advanced-level document production including the complex formatting of documents, spreadsheets, presentations and databases
23. Prepares and distributes a variety of correspondence, reports, charts, agendas and materials containing confidential and/or sensitive information
24. Prepares and edits manuals, handbooks and other publications
25. Prepares agenda items, reports, resolutions and recommendations for submission to the Board of Trustees
26. Trains and supervises staff as assigned
27. Performs related work as required

C. Requirements

1. Bachelor's degree in business administration, public administration, finance or a closely related field
2. Four years of successful work experience of increasing responsibility with an active capital improvement program which includes business and construction contracts and insurance
4. Skill in complex data research, analysis and reporting
5. Skill in the use of spreadsheets and a variety of computer software to compose and prepare data analysis, reports, summaries, correspondence and other materials
6. Extensive public contact with people of diverse cultures, language groups and abilities
7. Demonstrated skills in written and oral communication, including public speaking
8. Possession of a California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-campus locations

OR

An equivalent combination of education and experience

D. Preferred Qualifications

Experience working in an educational setting

E. Physical/Other Requirements

Normal office environment mostly; ability to inspect premises, including ability to bend, stoop and walk in confined areas; arm and finger dexterity to operate keyboard and other office equipment; significant visual acuity for reading, observing work and construction operations; auditory ability to speak to audiences one-on-one and over the phone.

F. Knowledge, Skills & Abilities

1. Knowledge of federal, state and local laws, regulations, policies, procedures and rules applicable to public procurement and contracting
2. Knowledge of contract format and terminology
3. Knowledge of principles, practices, procedures and methods of public agency procurement, contracting, contract administration, and insurance
4. Knowledge of public liability, property damage and professional liability insurance
5. Knowledge of insurance coverage, exclusions, endorsements and certificates of insurance
6. Knowledge of various computer hardware and software, including word processing, and database and spreadsheet programs
7. Ability to make sound educated decisions and manage a heavy workload
8. Ability to understand, interpret, apply and explain laws, rules and regulations, policies and procedures related to procurement and contracting
9. Ability to prepare clear and concise instructions, manuals and reports; prioritize multiple projects, tasks and demands within assignment deadlines
10. Ability to effectively utilize computer equipment and software in the performance of duties
11. Ability to work independently on assigned projects, communicate clearly and effectively both orally and in writing
12. Ability to represent the District in a positive and effective manner both internally and externally
13. Ability to provide leadership and technical assistance to others as well as establish and maintain effective working relationships with those contacted in the course of work

(3/2015)