

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Contracts Administration Supervisor	REPORTS TO:	Manager, Contract Services
DEPARTMENT:	Strategic Sourcing and Contracts	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	052 AASD Supervisors'
ISSUED:	June 28, 2011		

BASIC FUNCTION:

Supervise contract administration activities and staff associated with the establishment, implementation and operation of contracts for the purchase of supplies, materials, apparatus, goods, services, public works construction and professional services for the District.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.

E = Essential Functions

Supervise bid/contract procurement processes for any and all procurement activities for the District, including formal advertised bids, informal price quotes, and Requests for Qualifications, Requests for Proposals and Requests for Information. **E**

Supervise assigned staff in the development of negotiated agreements, independent contractor agreements, memorandums of understanding, cooperative purchase agreements and “piggyback” contracts, and any other type of procurement contracting vehicle. **E**

Supervise development and administration of all documents for the bidding process, including addenda, bonds, insurance coverage, subcontractors, Division of State Architect processes, distribution of plans, specifications, and any other documents as required. **E**

Direct and supervise the negotiation, administration and review of contracts for professional services to ensure compliance with policies and procedures. **E**

Prioritize the work of assigned staff, collaborate with other Contracts Administration Supervisors in the completion of work, and oversee workload of assigned staff. **E**

Provide technical expertise and assistance to District staff in bid/contract preparation, including development of technical specifications, selection of contractors/vendors and development of contract language; support Department staff, end users of contracts and associated stakeholders by providing contract administration required in the implementation and operation of Board approved contracts. **E**

Oversee and coordinate contract and purchase items that must be approved, authorized or ratified by the Board of Education in accordance with California Government Code, California Education Code and California Public Contract Code. **E**

Develop policies and procedures in collaboration with other departments to ensure timely ordering, delivery and payment for goods and services. **E**

Develop, implement and oversee goals, objectives, policies, procedures and internal controls for the procurement and contracting processes. **E**

Ensure that all contracting processes comply with District policies and all applicable Federal, State and Local regulatory requirements; analyze and interpret provisions of Federal, State and local regulatory requirements which are pertinent to contracts, and review with legal counsel as appropriate. **E**

Research, analyze, and resolve bid protests according to established District procedures. **E**

Collaborate with District Legal Services and/or Insurance and Risk Services Departments to create new or custom bid/contract terms and conditions, or the modification of existing terms and conditions for each type of procurement contract; coordinate with Legal Services for the contract vetting/approval process for Board agenda processing; incorporate changes in laws and regulations and update bid/contract documents to reflect changes. **E**

Analyze issues, prepare reports and recommendations regarding technical and project specific contractual matters for the Board of Education, senior management and others as required. **E**

Develop and maintain computer database files for tracking procurement contracts, activities, expenditures, performance data and matrices, and other contract-specific files and reports. **E**

Train department staff and conduct in-service training programs related to bid/contract administration activities for other departments. **E**

Review technical specifications and data relative to contracts; provide technical expertise, information and contract administration assistance to district administrators, personnel and outside organizations regarding procurement 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. **E**

Collaborate with other departments which manage business outreach efforts encouraging bid participation by SBE and DVBE contractors and vendors. **E**

Develop and implement best practices as befits a large urban school district procurement department. **E**

Train, supervise, and evaluate performance of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to a bachelor's degree in business, public administration, materials management, purchasing, school business administration, law, or a related field, and five years of recent, directly related experience in contract administration in a large public agency or purchasing organization. Experience must include two years of lead or supervisory experience that involves development and administration of contracts. Certification by a reputable professional purchasing organization such as the Certified Public Procurement Officer or Certified Professional Public Buyer designation from the Universal Public Purchasing Certification Council is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of contract administration.
Provisions of Federal, State and local regulations and applicable codes pertaining to public agency bidding and contracting requirements, surety bonds and insurance.
Enterprise Resource Planning (ERP) systems utilizing purchasing, e-procurement and contracting functionality.
Purchasing techniques, procedures, contract language and terms and conditions.
Principles of organization and personnel management.
Cost and price analysis as it relates to contract negotiation and preparation.
Computer applications on a wide variety of tasks.
Record keeping techniques.
Reading and writing English communication skills.

ABILITY TO:

Write contract terms and conditions, and specifications or scope of work.
Exercise good judgment in making decisions.
Develop and implement goals, objectives, policies, procedures, and internal controls.
Recognize, analyze, and deal effectively with problems and issues.
Prepare comprehensive reports and write clearly, concisely, and convincingly.
Communicate effectively, orally and in writing.
Establish and maintain effective working relationships with others; interact effectively and efficiently with administrators and other District personnel.
Work well under pressure of multiple priorities and short deadlines.
Operate standard office equipment including computers and related software applications.
Supervise, train and evaluate the performance of assigned staff.
Read, interpret, apply and explain rules, regulations, policies and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6569
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