



## JOB DESCRIPTION

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# **CONTRACT SPECIALIST**

## **DEFINITION**

Under direction of the Director of Management Services, prepares, coordinates, implements, oversees and monitors a wide variety of contracts, professional and technical services agreements, memorandums of understanding and similar documents ranging from routine to difficult and complex. Exercises high level of expertise and independent judgment in ensuring compliance reflecting pertinent federal, state and local laws, mandates, priorities, objectives, regulations and guidelines. Ensures performance by contractors, consultants, service providers and the like in accordance with general terms of contracts/agreements, including submittal of required licenses, certificates, bonds and other financial assurances. Assists City Attorney and Department Directors throughout procurement process and project completion or termination date to ensure contract/agreement obligations are satisfied, revised as appropriate, and periodically monitored according to predetermined schedule. Sets up, maintains and manages files and automated interdepartmental database for compliance monitoring purposes. Responds to inquiries regarding contract/agreement terms set as City standards. Analyzes data and prepares comprehensive reports with recommendations as required. Coordinates with City Clerk's office to ensure timely filing and archiving of executed documents, financial assurances, contracts/agreements and the like.

## **CLASS CHARACTERISTICS**

This classification is characterized as a position that has significant directly related experience to function as an expert and work with minimal direction within an interdepartmental environment, manage multiple and complex programs and tasks and represent the City on a regular basis and in a productive manner with contractors, consultants, service providers, insurance carriers and financial institutions in order to initiate, monitor and complete projects and service delivery efficiently, effectively and in compliance with terms of contracts/agreements.

## **EXAMPLES OF DUTIES**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Works with City Attorney and Department Directors to develop and implement a contract/agreement administrative process and establish procedures for monitoring compliance. Assists in reviewing contract/agreement provisions; researches, analyzes and proposes possible changes, clarifications and addition or deletion of terms, conditions, specifications or language. Implements and maintains an interdepartmental database and method to monitor from inception through completion, compliance with general terms, milestones, deliverables, costs, etc., including automated scheduling for administration by individual project manager.
2. Maintains and keeps current an electronic library of contract/agreement templates approved by City management staff for use by all staff. Ensures templates meet all federal, state and local laws and regulations.
3. Provides highly responsible and complex assistance to City Attorney and Department Directors in preparing requests for proposals for professional/technical services and contract/agreement documents, reviewing and evaluating responses and bids for conformity to document requirements and recommending contract/consultant for selection.
4. Provides clear, concise and consistent information and acts as primary resource and City's representative regarding administrative policies and procedures and compliance monitoring guidelines. Responds to complex, sensitive and technical questions and requests for information.



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5. Subsequent to compliance monitoring, follows up in all non-compliant situations; prepares status reports and records. Resolves issues or problems; negotiates solutions involving policy, service delivery or organizational change. Advises City Attorney and other management staff, as appropriate, of any unresolved issue or problem and recommends options in timely manner; assists in compiling records and documentation in event of termination or other similar action.
6. Keeps informed regarding proposed or new legislation or regulations, court decisions, industry trends or concerns and innovations in the fields of public administration and contract management to efficiently and effectively administer City's program.
7. Conducts research, analyzes data and prepares comprehensive technical, administrative, fiscal and management studies, surveys or reports. Develops staff reports for City Council or management staff.
8. Participates in the development of program goals and objectives, priorities and budget estimates; develops strategies to achieve approved goals, objectives, priorities and budget. Prepares presentation materials and presents findings to management staff or City Council.
9. Arranges for and participates in periodic training on contract/agreement administration and compliance for all levels of staff and various types of contracts/agreements.
10. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

## QUALIFICATIONS/GUIDELINES

### Education and/or Experience

Any combination of education and/or experience that would provide the required knowledge, skills and abilities necessary for satisfactory performance. A Bachelor's degree from an accredited college or university with major course work in business administration, public administration or a closely related field, and three years of increasingly responsible experience in contract administration, business administration or procurement of goods and services or administration of public works contracts, preferably in a local government agency, are required. A Master's degree in a related field is desirable but not required.

### Knowledge, Skills and Abilities

Familiarity with California Streets and Highways Code, Public Contract Code and Civil Code, principles and practices of contract administration and monitoring and professional services procurement, pertinent federal, state and local laws and regulations. Considerable knowledge of local government operations to effectively communicate with the general public, City staff, contractors/consultants and service providers; compliance record keeping, file management and report preparation; generally accepted business and accounting practices; research techniques, statistical analysis, modern office procedures, computer equipment, database development and software applications. Skill in the operation of a variety of office equipment, including personal computers, related peripheral equipment and software applications including MICROSOFT Excel, MICROSOFT WORD and/or WORDPERFECT 6.1. Ability to perform complex professional, administrative, analytical, budgeting and financial work; interpret and apply related laws; communicate effectively, both orally and in writing; establish and maintain cooperative relationships and interact effectively with all levels of staff and outside contacts; prepare requests for proposals or qualifications for professional/technical consulting services; prepare and present technical reports and comprehensive reports; successfully manage and complete multiple complex and difficult tasks with minimal direction; collect and analyze data and other information and draw valid conclusions; interpret and apply related laws, regulations, policies and procedures exercising sound independent judgment; plan, organize and implement a



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contract administration and compliance monitoring program; organize and maintain database, files, records and other documents; develop standard operating procedures; organize and prioritize time lines and work schedules; analyze problems, identify alternative solutions, project consequences of proposed actions and implement approved or selected course of action.

## SPECIAL REQUIREMENTS

Satisfactory driving record and possession of, or ability to obtain, an appropriate California Driver's License. Possession of a Contract Management Certificate is desirable.

## ESSENTIAL ELEMENTS

### Physical Demands

Sitting, standing, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

### Stress Factors

Ability to assist the public, staff and elected officials. Ability to interpret and explain actions to the public and supervisor.

### Work Environment

Considerable work with the public, staff and City officials; verbal contact, face-to-face and telephone.

### Mental Requirements

Reading complex, writing complex, perception/comprehension and judgment.

### Equipment

Computers, keyboards, printers, telephone system, calculator, photocopiers, facsimile machines, network and data-based terminals, recording devices, and audio visual equipment.