



PERSONNEL COMMISSION

Class Code: 0216
Salary Range: 42 (M2)

CONTRACT MANAGER

JOB SUMMARY

Under general direction, plan, organize and manage the negotiation, preparation and processing of District contracts for goods and services, leasing and real estate documentation; provide technical information and assistance to contractors and District administration; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize and manage the negotiation, preparation and processing of District contracts for goods and services, leasing and real estate documentation; assure compliance with applicable laws, codes, rules and regulations. **E**
- Perform technical and administrative duties related to District contracts including public works, property rents and leases, special education services, contractors, in-service training workshops and hiring of consultants. **E**
- Review, analyze and prepare contracts and supporting documentation; negotiate contract terms and changes; provide advice to administrators regarding contract provisions; maintain confidentiality of sensitive and privileged information. **E**
- Prepare or direct the preparation of contract recommendations and reports for Board of Education consideration. **E**
- Prepare and administer public works construction contracts and the District's Labor Compliance Program; serve as a liaison between the District and outside contractors. **E**
- Participate in the acquisition of new District properties by reviewing sales agreements, preparing purchase orders for payment, reviewing property documents to assure accuracy and preparing Request for Proposals (RFP's) to select outside consultants necessary to complete the transaction. **E**
- Administer rental agreements and prepare leases of rental property; prepare leasing resolutions and documentation for media publication and Board of Education approval. **E**
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**

- Prepare or direct the preparation and maintenance of a variety of reports, records and files related to assigned activities. ***E***
- Communicate with District administrators, personnel, vendors, contractors and other outside organizations to coordinate activities, resolve issues and conflicts and exchange information. ***E***
- Participate in developing or modifying policies, procedures and forms related to contracted services, leases and District real estate; implement procedures to meet user needs and respond to user requests for contract services. ***E***
- Operate a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer and assigned software; drive a vehicle to conduct work. ***E***
- Attend and represent the District at a variety of meetings, conferences and workshops; maintain current knowledge of laws, codes, rules and regulations related to assigned activities. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification plan, organize and manage the negotiation, preparation and processing of District contracts for goods and services, leasing and real estate documentation. Incumbents supervise and oversee the work of professional staff involved in drawing up contract documents and amendments, negotiating contract terms and conditions and monitoring contract performance. An incumbent serves as a liaison between the District and outside contractors, providing technical information and assistance.

EMPLOYMENT STANDARDS

Knowledge of:

Terms, procedures and practices utilized in contract agreements, leasing and real estate documentation.

Advanced principles of contract writing and document preparation.

Record-keeping and report preparation techniques.

District organization, operations, policies and objectives.

Applicable laws, codes, rules and regulations.

Principles and practices of supervision and training.

Office organization and management practices.

Operation of a computer and assigned software.

Oral and written communication skills.

Writing skills to prepare clear and concise specifications and reports.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize and manage the negotiation, preparation and processing of District contracts for goods and services, leasing and real estate documentation.
Analyze and interpret contract documents.
Prepare technical contracts, correspondence and memoranda.
Provide technical information and assistance to contractors and District administration.
Prepare and administer service contracts.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Prepare or direct the preparation and maintenance of a variety of reports, records and files related to assigned activities.
Maintain current knowledge of emerging contract trends and related laws, codes, rules and regulations.
Supervise and evaluate the performance of assigned staff.
Prepare comprehensive narrative and statistical reports.
Maintain confidentiality of sensitive and privileged information.
Operate a computer and assigned software.
Plan and organize work.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

Education and Training:

Bachelor's degree in contract management, public administration, business administration or a related field including course work in business or contract law.

Experience:

Three years of experience involving the review and processing of contracts, leases, real estate or purchasing documents including one year in a supervisory capacity. Experience within an educational or governmental agency is preferred.

Any other combination of training and/or experience which could likely provide the required knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching to file materials.

Seeing to read a variety of materials.

Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 4/97

Revised: 3/25/04

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