



CONTRACT ADMINISTRATOR

JC: UA 215
PG: SEIU-8
FLSA: Non-Exempt

PC: 713
BU: 04 (SEIU)
Created: April 1988
Revised: October 19, 2006

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, develops and administers services, lease and license_agreements; maintenance agreements, minor public works and procurement purchase orders/contracts of a moderate to difficult nature; and performs related duties as assigned.

CLASS CHARACTERISTICS

Contract Administrator is the journey level of the professional contract administration series fully competent to perform a wide range of contract development and administration activities. This class is distinguished from the Contract Specialist I class in that the latter administers more formal and advertised sealed bid contracts and agreements and generally operates under less supervision.

REPORTS TO

This position reports to the Manager of Contract Administration.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Meets with District's departments' personnel regarding specifications, scope of work and informal requests for proposals/quotations; letter agreements, purchase orders, services, lease, and license agreements, and contract parameters.
2. Prepares, edits and revises specifications, scope of work, purchase orders, letter agreements, minor public works contracts and informal requests for proposals in required format.
3. Prepares addenda as necessary and arranges for the publication and distribution of requests for informal proposals/quotations and any addenda.
4. Develops lists of potential proposers/bidders, including DBE's; holds informal pre-proposal meetings to explain work scope and District contracting procedures and requirements to potential proposers/bidders; coordinates the proposal/bid evaluation process with requesting departments when required.

5. Reviews and evaluates proposals/quotations received and prepares summaries and results.
6. Ensures that required insurance and bonding and license documents have been received.
7. Assists in negotiating the final terms and conditions.
8. Prepares purchase orders, contract documents, letter agreements and service agreements; circulates such documents for review and approval.
9. Prepares and circulates change orders, as required; maintains records, prepares and maintains logs records and files on all procurement actions.
10. Prepares reports and contract status using the Contract Management Database; prepares a variety of correspondence and other written materials related to assigned procurement actions.

QUALIFICATIONS

Knowledge of:

- Applicable laws, codes and regulations related to public agency contract administration
- Public purchasing and contract administration principles, practices and techniques
- Basic budgetary principles and practices
- Standard office practices and procedures
- Principles, practices and terminology related to the administration of services, lease and license agreements, purchase orders, minor public works contracts, maintenance and procurement contracts
- Request for proposals/quotations, specifications, and scope of work
- Business computer user applications related to the tracking and administration of contracts and agreements
- Microsoft word, Excel and/or Access and using different types of software applications to accomplish contract administration work

Skill in:

- Preparing and revising specifications/scope of work and contract documents related to service, lease and license agreements, maintenance and procurement contracts
- Understanding general technical concepts from various types of operational activities
- Reading and interpreting plans, specifications and contract documents
- Maintaining accurate records and files
- Making accurate mathematical calculations
- Preparing clear, accurate and concise specifications, contract documents, correspondence and other written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Exercising sound independent judgment within established guidelines
- Assisting in carrying out meetings effectively with contractors, consultants, vendors and manufacturers

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business or public administration, accounting, economics, or a closely related field from an accredited college or university.

Experience:

Two (2) years of (full-time equivalent) verifiable experience in developing and administering requests for proposals/quotations, specifications, scope of work, and different types of contracts and agreements. Transit system and/or public agency contract management experience is desirable.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Substitution:

Additional professional experience as outlined above maybe substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for sitting, or standing for prolonged periods of time.

BART EEO-1 Job Group: 3500 - Professionals
Census Code: 0530 - Purchasing Agents
Safety Sensitive: No