

JOB DESCRIPTION
Contracts Manager
Code Number: 04001

GENERAL PURPOSE

Under administrative direction, manages and participates in centralized activities for the review, analysis and drafting of both standard and non-standard District contracts and agreements; develops and implements contractual standards and provides technical support for the consistent administration of contractor, consultant, and inter-agency agreements; administers financial and other provisions of inter-agency agreements, property leases, and professional services; provides for the annexation of lands into the District's services area and improvement districts; manages guides, and directs the District's Records Management functions and responsibilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Contracts Manager is responsible for managing, developing and implementing strategies and work plans to achieve the goals and objectives of a centralized contracts and records management program in compliance with all legal requirements. The incumbent is responsible for difficult and highly responsible activities associated with the development of standard and non-standard contracts and agreements including financing arrangements, real estate sales and leases, property sales and purchases; and for the management and administration of the District's records and document management functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Plans, organizes, manages, directs and participates in the District's centralized contracting operations; develops or directs the development of both standard and non-standard contracts and legal agreements; formal and informal RFP's and RFQ's for professional services; interagency agreements; joint financing agreements; cooperation

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agreements; real estate sales and leases; asset sales and purchases; and other specialized services and arrangements.

Plans, organizes, manages, directs and participates in the District's centralized records management operations; ensures the implementation of systems and procedures necessary for a centralized records management program that includes the retention, retrieval, distribution and destruction of documents, files and records.

Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, policies and labor contract provisions.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the District's mission, strategic plan, objectives and values.

Develops contractual standards and District-wide policies and procedures in accordance with District rules and regulations, and in compliance with all applicable laws.

Reviews scope of work and other issues with District managers and engineers to ensure clarity of work and contracting requirements; drafts legal and administrative sections of contract documents for subsequent legal review; reviews technical sections of contracts to ensure provisions are clear and consistent with specifications; recommends modification to contract language to protect the District's interests.

Coordinates and participates in activities associated with the formation and annexation of improvement districts; coordinates completion of procedural steps and requirements with property owners, Local Agency Formation Commission, Metropolitan Water District, the State Board of Equalization, the District and other interested parties; drafts board letters and resolutions required in the formation and annexation process.

Administers all energy related grants and projects for the District; ensures that funds expended are consistent with contractual obligations.

Negotiates and manages property leases, land sales, surplus property sales, and other proposals for specialized services and arrangements.

Prepares reports and recommendations related to the development and management of contracts for approval by the Board of Directors; drafts contract correspondence;

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prepares documentation on a wide variety of contract development and management issues.

Maintains and updates contract and agreement files; distributes contract documents to parties of interest and upon request; maintains contract and funding logs and related specialized records.

CONTINUOUS IMPROVEMENT RELATED DUTIES

Applies Continuous Improvement principles in the deployment of department business plans, processes and performance measures, ensuring that they align with District's Strategies and Operational Plans.

Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.

Ensures effectiveness of the business processes undertaken by the department and division.

Defines customer service segments being served and establishes processes to obtain feedback to improve performance.

Develops, maintains, and utilizes departmental performance indicators in making decisions; establishes performance criteria for assigned staff; ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.

The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and methods used in public agency and public works construction contracting and contract administration; principles and practices of records retention and management; federal, state and local laws and regulations governing the award and administration of contracts and contracting for construction of water and wastewater facilities; principles and practices of grant program administration; principles and practices of real property acquisitions, leasing and disposition; principles and practices of public agency purchasing; principles and

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practices of public agency financing and budget development and administration; legal requirements and District policies and procedures associated with improvement districts and annexations; office and records management practices and procedures; principles and practices of sound business communication; principles and practices of effective supervision; District personnel rules, policies and labor contract provisions.

Ability to:

Draft clear, well defined contracts and agreements consistent with all applicable legal requirements; review requisitions for accuracy and completeness and determine proper purchasing methods; analyze and make sound recommendations on complex technical data and legal requirements associated with contract development and administration; plan, organize and integrate a variety of technical and administrative support services and activities; evaluate contract documents and make sound recommendations for improvement; understand, interpret, explain and apply District, local, state and federal laws and regulations applicable to areas of responsibility; perform cost and payment calculations; prepare clear, concise and comprehensive contracts, reports and written materials; perform cost and payment calculations; exercise sound independent judgment within general policy guidelines; prepare clear and concise contracts, reports and written documents; maintain complete, comprehensive contract records and files; use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers, both internal and external; establish and maintain effective working relationships with District managers, staff, contractors, consultants, vendors and others encountered in the course of work.

Continuous Improvement Knowledge and Abilities

Knowledge of:

The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning; the means of developing alignment between strategic goals and individual performance standards; practices of process mapping (control); practices of structured problem solving; the Strategic Planning Cycle and the various responsibilities within that cycle.

Ability to:

Develop a systems perspective for managing department operations and its key processes to achieve results; to use the seven continuous improvement categories

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and the core values as building blocks for department operations; define and explain key processes and process requirements within the department; develop and deploy strategic plan elements and key performance measures consistent with District goals; develop and maintain continuous improvement in all areas of operations; develop and monitor performance standards for all divisions within the department; ensure department goals and objectives are aligned with other departments, branches, and the District as a whole; track and monitor department performance; and make sound decisions based on departmental performance indicators.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in acquisitions, business or public administration, engineering or a related field; and three years of increasingly responsible experience in developing and administering public agency contracts; or an equivalent combination of training and experience. Experience in drafting contracts and agreements associated with water works, public works or major construction projects is desired.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit; talk or hear, both in person and by telephone; and use hands to operate, finger, handle or feel office equipment; and reach with hands and arms. The employee is frequently required to stand and walk and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex documents and data; observe and interpret information and situations; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed

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work; and interact with managers, staff, contractors, consultants, vendors, other governmental officials, and others encountered in the course of work.**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this class generally works under typical office conditions, and the noise level is usually quiet.

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