Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Contracts Manager</th>
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**GENERAL PURPOSE**

Under administrative direction, plans, organizes, 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, property leases, and professional services; annexes lands into District service area and improvement districts; manages, guides, and directs the District’s Records Management functions and responsibilities; and performs related duties, as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a management classification responsible for planning, organizing, reviewing, and evaluating the District’s contracting, records and document management functions. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing the goals and objectives of a centralized contracts and records management program in compliance with all legal requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Senior Director of Administrative Services. Exercises direct supervision over professional and administrative support staff.

**TYPICAL 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 position.

- Plans, organizes, supervises, trains, 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; recommends compensation and provides other rewards to recognize performance; 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; identifies best-of-class work practices among assigned staff and ensures uniform adoption of those practices.

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

- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District’s strategic and operational plans.

- Manages and participates in the development and administration of the department’s annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.

- Manages and directs the development of both standard and non-standard contracts and legal agreements; ensures legal requirements are incorporated and enforced; develops negotiation strategies and negotiates contract terms and provisions; coordinates review of contract documents with legal counsel; maintains related files.

- Manages and develops the most complex formal and informal bids, Request for Qualifications (RFQs) and Requests for Proposals (RFPs), ensuring that all applicable legal and contractual provisions are included; works with departments to ensure requirements are clear and understood; gathers data and develops specifications and resolves problems and complaints; directs and participates in the solicitation, evaluation and award of RFQs and RFPs; conducts pre-bid briefings; performs or assists others in performing price/cost analyses; negotiates contract provisions; determines appropriate contractual instruments; writes contracts and legal documents.

- Develops real estate lease agreements; leads all negotiations for new agreements and/or amendments to existing agreements.

- Directs the day-to-day 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.
Directs and oversees the development, implementation, and maintenance of a District-wide records retention and centralized records management program; provides direction for the continuous improvement in the retention, retrieval, distribution, and destruction of documents, files, and records using technology to streamline records management function, and providing training to staff as needed.

Participates in the development and implementation of goals, objectives, policies, and priorities for the centralized records management operation; recommends within District policy, appropriate service and staffing levels; recommends and administers policies and procedures.

Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the centralized records management operation, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Senior Director of Administrative Services.

Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.

Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.

Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.

Performs other duties as assigned.

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.

**REQUIRED QUALIFICATIONS**

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Principles and practices of grant development, contract development, and contract law as well as related legal language and terminology.
- Principles and practices of public agency financing and budget development and administration.
- Principles and practices of records retention and management.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
Continuous Improvement Based Knowledge:

- 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:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the Contracts and Records Management Program and the District.
- Prepare, administer and monitor a division/department budget.
- Analyze and make sound recommendations on complex technical data and legal requirements associated with contract development and administration.
- Prepare clear, concise and comprehensive contracts, reports, and written materials.
- Maintain complete, comprehensive contract records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
Continuous Improvement Based Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve result.
- To use the seven continuous improvement categories 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.
- Make sound decisions based on departmental performance indicators.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Three (3) years of increasingly responsible experience in developing and administering public agency contracts and/or records management, including two (2) years of supervisory experience. Experience in drafting contracts and agreements associated with water works, public works, or major construction projects is desired.

Education:

- Equivalent to a bachelor’s degree from an accredited college or university with major coursework in business administration, finance, or a related field.

Licenses/Certifications:

- None.

PHYSICAL DEMANDS

The physical 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.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This
is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**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.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.
This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

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<tr>
<th>Approved by:</th>
<th>Board of Directors</th>
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<tbody>
<tr>
<td>Date adopted:</td>
<td>October 2, 2019</td>
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<tr>
<td>Date modified:</td>
<td></td>
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<tr>
<td>FLSA determination:</td>
<td>Exempt</td>
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**Job Description Acknowledgment**

I have received, reviewed, and fully understand the job description for Contracts Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): ____________________________ Date: ____________

Employee Number: ____________________________________________

Employee Signature: __________________________________________