West Valley - Mission
Community College District

Class Specification

Manager, Contracts Compliance

Classified Administrative Position (Exempt Status)
Administrative Salary Schedule – Range 11

Definition

To plan, organize and direct the activities of the contract services section within the general services department; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Executive Director, General Services.

Supervision Received and Exercised

Receives general direction from Executive Director, General Services.

Exercises direct supervision over assigned technical and administrative support staff.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Recommend and implement section goals and objectives; establish performance standards and methods for contract services; develop and implement policies and procedures.
- Plan, develop and oversee the work of staff involved in contract services.
- Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.
- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Perform the daily administration, management, execution, and negotiation of contracts to ensure compliance with policies, procedures, legal and insurance requirements.
- Provide staff assistance to the Executive Director, General Services in risk management and contract administration; serve as proxy with other groups and organizations.
- Consult and confer with legal counsel and third party insurance administrators to evaluate and interpret contract provisions and advise administration if changes to approved contract documents, board policy and administrative procedures are necessary.
- Serve as liaison for management, external agencies, consultants, vendors and contractors; assist with the development and interpretation of contractual terms and conditions; ensure use of appropriate legal contract forms to minimize exposure to risk and liability, obtain, review and manage external certificates of insurance and endorsements.

- Assist in the development, review, preparation and award of bid documents and associated contracts for, but not limited to, requests for proposals, invitations for bids, single/sole source requests, and requests for qualifications.
- Support the facilities department in coordinating the development and process of request for qualifications and proposals, contract analysis and preparation, including project labor agreement program standards, state and insurance requirements.
- Assist in managing and serving as liaison between the facilities department and construction/project managers in requesting, gathering and processing documents and claims related to the district's Owner Controlled Insurance Program (OCIP), and serve as liaison with OCIP Insurance provider.
- Attend insurance meetings and statewide professional development programs to stay current on relevant laws, regulations and issues pertaining to public contracting, new industry practices and activities to ensure the use of "best practices" regarding the district's contract administration and insurance coverage.
- Evaluate vendor and contractor performance as necessary; compare performance to standards, specifications and terms of contracts; take appropriate action; maintain insurance records.
- Research and prepare technical and administrative reports and studies; prepare agenda items for submission to the Board of Trustees; prepare written correspondence as necessary.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaint.
- Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Principles and practices of public procurement, contracts, and contract administration.
- Principles and practices of insurance laws, claims, and settlement procedures.
- Pertinent local, state, and federal rules, regulations and laws.
- Modern office procedures, methods and computer equipment.
- Principles and practices of research analysis and management.
- Principles and practices of budget development, implementation and monitoring.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of work safety.

Ability to

- Organize, implement and direct contract services operations/activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and explain pertinent procurement and contract rules and regulations, and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Supervise, train and evaluate staff.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy and courtesy.
- Establish and maintain effective, cooperative and collaborative working relationships with others.

- Work beyond normal business hours, attend evening meetings and/or perform weekend work, and the ability to travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Five years of increasingly responsible experience in contract services or risk management, including one year of supervisory responsibility.

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance or a related field.

License and Certificate

May need to possess an appropriate, valid California driver's license as required by the position.

EEO Category: Executive/Administrative/Managerial

Approved Date: August 26, 2019