



JOB TITLE:	<b>CONTRACTS OFFICER</b>	DIVISION:	<b>DISTRICT – PROCUREMENT</b>
REPORTS TO:	<b>DIRECTOR OF PROCUREMENT</b>	EEO CATEGORY:	<b>02 – PROFESSIONAL</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN FRANCISCO</b>

*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.*

### **Position Summary**

Under general direction of the Director of Procurement, this position is responsible for the preparation and processing of requests for proposals for professional services, formal bids for the procurement of goods and services, contract administration for procurement projects, and centralization of the procurement process for the District. This position acts as liaison between District staff, vendors, District attorneys and insurance advisors and performs related work as required.

### **Essential Responsibilities**

- Organizes, plans, writes and reviews requests for proposals, formal bids, contract agreements, amendments and change orders in adherence to Federal, State, local laws and regulations and District purchasing policies and guidelines
- Manages centralization of contract activities including contract preparation, vendor relations, coordination between Buyers and project managers, procedures development, and contract administration for the District
- Provides leadership and guidance to procurement staff for day-to-day contract activity to ensure District-wide efficiencies, contract uniformity, and consistency
- Reviews all formal bids and request for proposals and procurement activity initiated by the procurement staff for accuracy, content, timeliness, reasonableness, funding, performance periods, deliverables, and other terms and conditions
- Assists with preparation and issuance of professional service agreements, and prepares monthly reports for tracking associated costs. Reviews contract budget and assures that costs do not exceed authorized limits
- Manages contract compliance activities in the District to ensure that all Divisions are in adherence to Federal, State, local laws and regulations and District purchasing policies and guidelines
- Maintains auditable contract records, reviews and processes change order and amendment requests and assures compliance with District policies, FTA guidelines, applicable laws and regulations
- Negotiates and maintains contract rate agreements and any adjustments with consultants in coordination with project managers
- Provides procurement and contract administration guidance to staff and makes recommendation to management for resolution of procurement/contract issues
- Consults with District attorneys on contract wording and other legal issues



- Attends pre-proposal conferences with District staff as needed and explains the District's contract award procedures and guidelines; facilitates meetings with vendors and their representatives; serves as chairperson on proposal evaluation committees; negotiates contract terms, attend Committee and Board meetings as required
- Sets and monitors schedules for RFPs and formal bids, coordinate appropriate committee meeting review, and assist in preparing Board reports
- Prepares in-house memorandum and written correspondence to vendors, contractors and staff.
- Prepares contract documentation such as sole source justification, negotiation memoranda and other documents during the term of the contract. Administers the contract throughout its duration including the close out process
- Coordinates the bids and RFPs for services and commodities common for all Divisions for quality requirements and basic economics
- Performs cost/price analysis as needed
- Prepares performance appraisals for subordinate staff
- Performs related duties as assigned
- Regular and reliable attendance and performance is required

## Required Knowledge, Skills and Abilities

### Working knowledge of:

- Applicable state, federal (Federal Transit Administration and Federal Highways/Caltrans)), local laws, rules, and regulations governing public agency purchasing and contract administration principles, practices, and terminology
- Policies and procedures related to the work
- Personal computer and software applicable to the work

### Ability to:

- Interpret and apply District policies and procedures to contract documents
- Prepare request for proposals for complex professional services contracts
- Prepare and maintain detailed and accurate records and reports
- Collect, analyze and present data
- Develop and maintain cooperative, effective, productive and tactful working relationships with consultants, vendors, manufacturers' representatives, District staff and others contacted in the course of the work
- Use excellent oral and communication skills
- Present information effectively to various audiences
- Work independently, organize work, set priorities and meet critical deadlines
- Use initiative and exercise sound judgment within established guidelines



## Minimum Qualifications

### Education and/or Experience:

**A combination of college level training and position related experience equivalent to:**

- Bachelor's degree with emphasis in business administration, accounting, or related field. Additional qualifying experience on a year-per-year basis may be substituted in lieu of degree
- A minimum of five years' position-related experience as a Contracting Officer or related field, including a minimum of two years supervisory experience

### Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record (May operate District vehicles).

### Physical Requirements:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.