

CONTRACT MANAGER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials and Administrators	Management	M3	03/01/07	Classified Manager	1 of 2

DEFINITION:

Manages district-wide facility contract administration activities associated with new construction, remodel and renovation.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:

Manages and directs negotiation, daily administration and execution of contracts for construction related activities to ensure compliance with policies and procedures including construction contracts and supply contracts.

Reviews and evaluates contract provisions. Advises management on interpretation of contracts and procurement agreements.

Analyzes and interprets laws, rules, regulations, public contract code, education code policies and district business procedures related to contract and agreements.

Support facilities project execution start-up including contract analysis and preparation of project execution plan, project schedule and procurement of equipment, supplies and materials.

Serves as a liaison for managers, external consultants, vendors, contractors and district staff.

Develops and prepares bids, reviews bid specifications, analyzes and evaluates bids received and makes recommendation regarding awards and contracts.
Assures all pertinent terms and conditions are contained within the solicitation documentation and contract award.

Coordinates and prepares contract correspondence with state agencies, contractors and sub-contractors.

Monitors purchase orders and prepare corresponding documentation for contractual obligations.

Process change orders and provide notices to vendors whenever necessary.

Prepares reports to senior management, committees, the Chancellor or the Governing Board regarding contract administration.

Performs other duties as assigned.



JOB TITLE

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MINIMUM QUALIFICATIONS:

Education/Training:

Bachelor’s degree from an accredited college or university with a major in business administration or a related field.

Experience:

Five years of experience performing contract administration function for a facilities and construction department.

License/Certification: A valid Class C California Driver’s License.

Actions: Initial adoption by the Governing Board on 02/28/07.