



CONTRACT MANAGER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials and Administrators	Management	M3	11/15/18	Classified Manager	1 of 2

DEFINITION:

Under general direction of a higher-level manager, 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.

Drafts, reviews and evaluates contract provisions. Participates in contract negotiations. Advises management on interpretation of contracts and procurement agreements.

Functions as the liaison and point of contact to the administrator of an owner-controlled insurance program.

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

Supports facilities project execution start-up including drafting and coordinating the development and process of Requests for Qualifications and Proposals, contract analysis and preparation of project procurement plan and schedule, and including 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, participates in bid openings, 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.

Processes all contract change orders and provides 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.



CONTRACT MANAGER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials and Administrators	Management	M3	11/15/18	Classified Manager	2 of 2

MINIMUM QUALIFICATIONS:

Education/Training:

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

Experience:

Equivalent to five (5) years of experience performing contract administration function for a facilities and construction or purchasing department.

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

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

Revised: 11/15/18