



Alameda Contra Costa Transit District Classification Specification

Exhibit- A

Contracts Services Manager - **DRAFT**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
173	Exempt	EE04-Officials & Administrators	Unrepresented	11	01/11/2023	23-002

DEFINITION: Under general direction; manages the District's comprehensive contracts administration programs, activities, and staff ~~the District's contracts administration functions;~~ ensures compliance with applicable federal, state, ~~and~~ local laws, and regulations; ~~and provides primary supervision to assigned subordinate procurement staff.~~

~~This classification is distinguished from the Senior Contracts Specialist by the greater breadth, depth, and scope of professional contracts administration; a greater preponderance of budgetary and administrative accountabilities; and/or more complex service delivery provisions. The Manager has the authority to determine the strategic goals and objectives of the assigned work unit while the Senior Contracts Specialist contributes to the determination of the goals and objectives but is primarily responsible for the implementation of the goals and day-to-day operations of the work unit. This classification is further distinguished from the Assistant Director-level by the latter's responsibility for providing leadership and strategic direction for multiple work units within the department. This is an at-will, unrepresented classification.~~

REPRESENTATIVE FUNCTIONS may include but are not limited to the following:

- ~~Manages employees within the assigned work unit; selects, trains, develops, mentors and guides staff in achieving goals and objectives; coaches and develops employees; provides constructive feedback on performance and behaviors; reviews and evaluates work; counsels and handles personnel actions as needed.~~
- ~~Participates in the development and directs the implementation of goals, objectives, work standards, policies procedures, short and long-range strategic plans for the assigned work unit.~~
- ~~Develops, administers, and controls the budget for the assigned work unit; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.~~
- ~~Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.~~
- Oversees the development and administration of contract activities including terms; ~~solicitations, including~~ invitations for bid (IFB), requests for proposal (RFP), and requests for qualification (RFQ); contract awards, and delivery of goods and services.
- Ensures that all contracts protect the District's interests uphold District policies, procedures, ~~state~~ California law, and Federal Transit Administration (FTA) regulations.
- Manages the development and implementation of goals, objectives, and priorities; monitors and evaluates the efficiency, and effectiveness of contract administration service delivery methods and procedures.
- Evaluates and approves contracts for award, and to be submitted to senior management and the Board of Directors for final approval; negotiates contract terms with vendors, and manages other activities related to the award, issuance, and administration of contracts.
- Manages contract compliance activities to ensure all departments are in adherence with District contract policies, and ~~f~~Federal, ~~s~~State, local laws, and regulations.
- ~~Manages, plans, and reviews work plans and activities for assigned staff; assigns projects and programs; and makes recommendations for staffing levels for the assigned area.~~
- ~~Selects, trains, motivates, and evaluates assigned staff; provides and coordinates staff training; works with employees to correct deficiencies; and implements discipline procedures when necessary.~~
- Provides guidance concerning ~~on procurement functions including~~ contract award and administration; ~~and~~ makes recommendations to management for resolution of contracts ~~and procurement~~ issues.



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- Oversees the preparation and issuance of contract agreements, tracks costs and reviews contract budget to ensure that costs do not exceed authorized limits.
- Reviews and approves contract amendments, revisions, terminations, contract closeouts and contract assignments.
- Prepares, and/or manages the preparation of periodic and ad-hoc reports related to ~~procurement and~~ contracts; and delivers oral presentations to Board of Directors and other audiences.
- ~~Serves as a liaison with other departments, clients, service providers, government agencies, to coordinate special projects and provide specified administrative services and insight for use in management decisions.~~
- ~~DD~~Develops and implements internal standards, policies, controls and procedures for District ~~procurement, including~~ contracts administration.
- ~~Stays abreast of changing laws, regulations and procedures pertaining to contracts administration within a public sector agency; industry best practices and regulatory compliance requirements; communicates business implications, and impact to all key stakeholders including the Board of Directors, executive management, other District staff, and various public and private entities.~~
- ~~Monitors legislation and industry changes in public sector contract administration; evaluates the impact on the District and recommends changes and improvements, as needed.~~
- ~~May act as Procurement Director in his/her absence.~~
- Performs related duties as required.

Knowledge of: Principles and procedures of contracts administration related to professional services; ~~administrative principles and practices, including the development of goals and objectives, program and work organization and evaluation; principles and methods of supervision including training, motivation, team building, and conflict resolution; principles and practices of budget preparation, administration and monitoring; techniques, tools, and principles of project management;~~ scope of work preparation and methods for administering both formal and informal contracts processes and negotiations; applicable ~~State, f~~Federal, ~~state, and~~ local laws including Federal Transit Administration contracting guidelines, ~~Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE)MBE, Women Business Enterprise (WBE),~~ participation, and regulations governing public agency contract administration principles and practices; ~~principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations; modern office practices and methods, including computer equipment and software programs relevant to work performed; pertinent District functions, policies, rules, and regulations, and labor agreements; principles and practices of budget preparation and administration; professional business report writing and presentation techniques; current software and computer applications related to the tracking and administration of contracts and agreements; program development and administration; principles and practices of management, supervision, evaluation, employee training and motivation; and current software for spreadsheets, word processing, and presentation at the intermediate level of proficiency~~ techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.-

Ability to: ~~Direct, supervise, train, and evaluate professional and clerical staff performing procurement and contracts functions;~~ interpret and apply Federal and State laws, District contract policies and procedures; research, analyze and recommend ~~applicable~~~~procurement and contract~~ methods and procedures for cost effectiveness and compliance; manage the preparation of contract documents including scopes of work and evaluation criteria; prepare and administer budgets; identify and analyze complex issues and develop various solutions; prepare written reports; quickly learn and effectively use current District software for contracts ~~administration and procurement~~; make effective oral presentations to a variety of audiences; ~~and~~ establish and maintain effective relationships with those contacted in the course of work using principles of excellent customer service.



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Education: Equivalent to a ~~b~~Bachelor's degree from an accredited four-year college or university in ~~b~~Business Administration, ~~p~~Public Administration, management, or a related field. Additional years of experience may be substituted for the required education on a year-for-year basis.

Experience: ~~Five (5) Seven (7) years~~ of increasingly responsible experience in ~~contract program administration~~procurement, including three (3) years of supervisory experience or two (2) years at a level equivalent to the District's classification of Senior Contracts Specialist. ~~supervising procurement and contract management functions and staff. Experience in a public agency is preferred. Additional years of experience beyond the minimum may be considered in lieu of the required education, on a year for year basis. Additional education, such as a graduate degree in one of the above disciplines from an accredited college or university, may be substituted for experience on a year-for-year basis.~~

License and Certification(s): None.

~~**Special Requirement:** Must be willing to: (1) work outside regular business hours; and (2) travel between the various District facilities, as required.~~

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; (2) possess physical mobility in order to travel ~~transport oneself expeditiously within and~~ between District facilities.

~~**Special Requirements:** Must be willing to: (1) work outside regular business hours ; and (2) travel between the various District facilities ; as required.~~