



Alameda Contra Costa Transit District Classification Specification

Exhibit- B

Senior Contracts Specialist - **DRAFT**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
174	Exempt	EEO4 – Professionals	AFSCME	09	01/11/2023	23-002

DEFINITION: Under general direction, plans, coordinates, supervises, and evaluates the work of professional and technical staff within the Contracts Services Unit including administering the District's comprehensive contracts programs and activities; oversees contract life cycle from formulation through award, compliance, renewal and close out; serves as Subject Matter Expert (SME) and provides complex staff assistance to departmental staff in areas of expertise. The Senior Contracts Specialist is the first, working-level supervisor classification within the Contracts Specialist series.

There are three (3) levels within the Contracts Specialist series, which are distinguished from one another by the technical complexity of the assigned duties and the level of discretion and independent judgment exercised.

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

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff and the day-to-day operations and activities of the assigned area(s) of the Contracts Services Unit.
- Participates in the selection, supervision, training, motivation, mentoring and coaching, and input to performance evaluation of Contracts Specialists; may participate in the discipline of Contracts Specialists to correct deficiencies; ensures the development of skills and competencies of assigned personnel; fosters the ongoing training to ensure the ability to maintain proficiency with evolving job requirements; ensures the provision of a high performing team.
- Participates in the development and implementation of goals, objectives, policies, and priorities for departmental services and programs; identifies resource needs; recommends and implements policies and procedures, develops standard operating procedures for the Contracts Services Unit; identifies opportunities for improving service delivery; reviews with appropriate management staff; implements improvements after approval; performing proposal evaluations, proofing and correcting errors and/or inconsistencies in solicitations; determining appropriate contract types, fees, terms, and conditions.
- Participates in the development, administration, and oversight of assigned budget.
- Coordinates assigned services, projects, and activities with other departments and outside agencies; leads cross-departmental functional teams; administers and advises all District departments regarding an integrated loss control program including identifying the District's risks and exposures related to contracts; recommending solutions with the objectives of protecting the District's assets and minimizing effects of loss.
- Serves as a SME for staff and management in performing highly complex contract management work, ranging from contract formulation through vendor performance for complex engineering, construction and equipment-procurement contracts, services, lease and maintenance agreements, amendments and task orders, simultaneously; coordinates escrow agreements, as necessary.
- Interprets District policy and procedures for employees, and recommends adjustments or amendments to these policies and procedures, where appropriate.
- Performs specialized construction procurement work, in compliance with the Brooks Act and Circular 4220.1F, Third Party Procurement; works closely with project managers on Architecture and Engineering (A&E) task order in order to meet critical deadlines.
- Serves in a lead capacity role during all external, Federal Transit Administration (FTA) and Procurement System Review Audits; leads internal audits, makes recommendations to procedures to improve internal controls.
- Assists in developing strategies leading to process improvements within the procurement life cycle process.
- Independently performs complex cost, and price analysis, and provides periodic status reports depending on the project, or assists projects managers in developing same.



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- Collaborates with the Contracts Compliance Administrator on Disadvantaged Business Enterprise (DBE), Minority and Women-Owned Business Enterprise (M/WBE), Small Business Enterprise (SMBE), and other mandated programs.
- ~~Leads and~~ Assists project team in drafting staff reports for Board of Directors meetings; may make presentations before the Board, as needed.
- Performs related duties, as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Advanced principles, practices, and techniques of public procurement including contract administration of different contract types, including negotiation of contractual terms and conditions, proposal preparation, cost/price analysis, solicitations, independent cost estimates, contract change processing, dispute resolution; proper contract format and legal language used in contracts; applicable federal, state, and local laws, rules and regulations, including governing public contracting agencies as well as Federal procurement regulations and California public procurement regulations; Federal Acquisition Regulations (FAR) methods for payment of subcontractors; Brooks Act and Circular 4220.1F, Third Party Procurement; principles of supervision, training, performance evaluation, motivation, conflict resolution and discipline;

Ability To: Supervise and lead complex public contracting activities; develop effective procurement strategies for major projects or programs; foresee potential problems and use troubleshooting techniques to affect acceptable, alternate resolutions; supervise, evaluate, train, and motivate assigned staff; organize and administer multiple assignments and projects simultaneously and meet multiple deadlines; effectively analyze and evaluate contracts, agreements, bids, quotations, purchase orders, and budgets; review and recommend amendments to proposed contracts; assist contract specialists with questions and key assignments in order to meet critical deadlines; analyze situations, identify problems, and recommend solutions, mediate and negotiate, and apply the appropriate terms and conditions of complex contracts; analyze and approve complex invoices, establish and continually review methods as required by solicitation and funding type, effective monitoring of contracts and projects from inception through completion; stay abreast of, and properly interpret and comply with public contracting principles; ensure that all procurement and contracting activities are compliant with applicable federal, state, and local laws, regulations, District policies and procedures and legislation; demonstrate an effective customer service, community relations focus in dealings with employees and a diverse range of public and private organizations, groups and individuals; communicate effectively both orally and in writing; prepare and compose a wide variety of complex reports and correspondence, including analytical, evaluative, specifications and statistical analysis; provide analyses of different methodologies and approaches and effectively problem-solve when assigned to complex and technical procurement projects; maintain effective working relationships with District staff, governmental officials, advisory committees, and community groups using principles of excellent customer service.

Education: Equivalent to a bachelor's degree from an accredited four-year college or university in business or public administration or related field. Additional years of experience may be substituted for education on a year-for-year basis.

Experience: Five (5) years of recent and verifiable experience performing contract administration and procurement activities. 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.



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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, standard or adaptable ~~and;~~ ~~and~~ (2) possess physical mobility, with or without assistance, in order to direct or conduct field studies, and attend external meetings and events.

~~Special Environmental Conditions:~~ ~~None.~~

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

Established Date: 03/13/2019 (Res. No. 19-006)
Revision Date: 10/11/2023 (Res. No. 23-00X)