

**DIRECTOR CONTRACT MANAGEMENT SERVICES**  
**JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

**POSITION OVERVIEW**

Under general direction of the Vice Chancellor Business Services, plans, organizes, coordinates, evaluates, reviews and processes all District contracts i.e., professional services agreements, instructional services and clinical agreements, formal bids, requests for qualification and requests for proposal; establishes policies and procedures for all contracts; ensures contract compliance with federal, state codes and laws, and District Board Policies and Administrative Regulations; and is responsible for the overall management of all District contracts; maintains a centralized contracts repository system, and performs related duties as assigned.

**REPRESENTATIVE DUTIES**

Director, Contract Management Services is responsible for providing technical assistance to management in regard to contract form and process including the negotiation, preparation, and execution of a variety of contracts for the District including but not limited to construction contracts, real estate leases, leases, material and supply contracts, professional services agreements, education agreements and specially funded project agreements. Administers and ensures contracts compliance, determines and selects appropriate type of contract requirements and procurement methodology consistent with Board Policies, Administrative Regulations and related codes. Coordinates work with college and district administrators to ensure timely and complete handling of contractual matters. Maintains the central repository of contracts for all district and college operations; develops and distributes manuals relating to the policy and procedures used for contracting throughout the district; conducts training sessions for college and district employees in regard to contract policy and procedures; interprets and explains rules, regulations, policies and procures pertaining to District contractual agreements to District staff, representatives of other agencies and prospective bidders; reviews Board Policies and Administrative Regulations and maintains district-wide policies and procedures for contract development. Participates in the development and preparation of bid specifications, requests for qualifications, requests for proposals, and contracts for the purchase or rental of goods and contracting for services and other third party contracts; determines and selects appropriate contract requirements, such as deliverables, payment schedules, penalties, insurance requirements and dispute resolution procedures; ensures bid and contracting processes comply with advertising and bidding requirements. Tracks all lease agreements and maintains inventory schedule in accordance with GASB and prepares preliminary GASB 87 analysis for review by Fiscal Service.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Vice Chancellor of Business Services and works closely with Purchasing, Facility Planning, Vice Presidents at the colleges, program or project administrators, Risk Management and with the Executive Assistant to the Board of Trustees.

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**KNOWLEDGE AND ABILITIES**

Knowledge of: Principles, practices and methods used in public agency competitive bidding, contracting and contract administration; advanced technical and administrative principles, practices, and procedures of the assigned administrative function; local, state and federal laws and regulations pertaining to the areas of contracts, insurance and risk management; research methods and statistical data analysis techniques; modern office and data processing systems and procedures as they apply to the requirement of this position; administrative survey and reporting techniques; principles of composition, report and proposal writing; English usage, spelling, grammar, and punctuation; research and data collection methods.

Ability to: Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies; analyze and evaluate bid proposals, specifications and other contract documents including applying financial analysis to contracts to determine financial impact; review and revise contracts, leases and other legal documents to conform to district standards; recommend and draft policies, regulations, rules, contracts, directives, and other technical materials; communicate effectively both orally and in written form and carry out oral and written instructions; prepare procedure manual and effective letters, memoranda, and reports; maintain appropriate case files and records; handle sensitive and confidential information related to contracts and other departmental issues; perform paraprofessional work of advanced difficulty in the specialized administrative area; use a high degree of independent judgment and discernment in dealing with outside legal counsel, vendors, grantors, and employees; establish and maintain effective relationships with those contacted in the course of work; communicate effectively with employees and management, especially in those matters relating to contracts and the contract process.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Any combination of training, education and experience, Juris Doctorate Degree preferred or a Bachelor's degree with 5-7 years of recent experience in contract negotiation, writing, terms and conditions.