

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **PROCUREMENT AND CONTRACTS ADMINISTRATOR**

GRADE LEVEL: M7

SUPERVISOR TITLE: Accounting Manager

FLSA STATUS: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA


DEFINITION

Under general direction, to supervise purchasing and warehouse operations including contract administration, procurement, receiving, storing and distribution of various District material and service requirements

CLASS CHARACTERISTICS

This is a full first line supervisory classification with responsibility for supervising and directing a District department. Responsibilities consist of organizing assigned services in the procurement department. Duties may include performing the most difficult and complex tasks assigned to the work unit. Positions at this level report to the assigned division manager. This job classification is represented by the Rancho California Management, Professional, and Confidential Employees Association (MPCEA) bargaining unit






EXAMPLES OF DUTIES (Duties may include, but are not limited to the following):

-  **Oversee, supervise, and participate in conducting the District's centralized purchasing program; ensure compliance with District and governmental regulations; ensure that purchasing procedures, activities, and specification meet District requirements**







- ✎ Adhere to requirements of Purchasing Policy in District Administration Code and District Purchasing Practices and Procedures Manual and provides recommended updates to this documents from time to time
- ✎ Perform all contract administration for Professional Services and non-engineering related projects; negotiate terms and conditions with District suppliers for contracts, leases and agreements; monitor contract performance in accordance with contract provisions; participate in the development and implementation of a wide variety of complex contractual agreements and documents
- ✎ Prepare comprehensive contract documents, including contracts, contract amendments, real estate lease agreements, equipment leases and other documents required to implement and control contractor activities; coordinate contracting activities with District departments and staff and contractors; provide training to other employees in contract administration
- ✎ Verify insurance requirements are met for all District vendors; ensure ongoing compliance with District policies and legal standards
- ✎ Develop, issue, and track Requests for Proposals (RFP) and bidding requirements; Requests for Qualifications (RFQ) and other contract solicitations; conduct pre-bid briefings; coordinate activities with District departments and staff
- ✎ Supervise and direct District warehouse operations; develop and implement effective inventory control and replenishment procedures
- ✎ Supervise the acquisition, tracking, and disposal of District fixed assets
- ✎ Provide complex staff assistance to higher level management staff; investigate and prepare recommendations related to a wide range of procurement and warehousing issues
- ✎ Implement, supervise, and coordinate a wide variety of support services; assist in the development and evaluation of District goals and objectives; achieve knowledge in and recommend necessary resources for procuring and warehousing required materials and services
- ✎ Review and evaluate work methods, procedures, services, and products of the assigned functional areas of responsibility; identify and recommend evaluation criteria and standards; monitor and assess measures of effectiveness and efficiency
- ✎ Recommend, implement, and ensure compliance with District policies and procedures
- ✎ Participate in supervising, training, and evaluating assigned staff; direct individual accomplishments toward organizational objectives; establish work standards and expectations; conduct performance evaluations; counsel and discipline employees as required
- ✎ Develop and recommend the department's budget; participate in monitoring appropriations and expenditures; recommend mid-year adjustments
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

-  Contract administration and management
-  Modern principles and practices of purchasing and warehouse operations
-  Applicable laws, codes, and regulations
-  Industry standards and how they apply to District requirements
-  Qualified vendor base; vendor products and services, and ability to implement

Ability to:

-  Implement a full range of support functions and programs including purchasing, contract administration and warehouse operations
-  Evaluate operational and administrative problems and formulate effective strategies and solutions
-  Select, supervise, train, and evaluate assigned staff
-  Interpret and apply laws, codes, regulations, policies, and procedures
-  Gain cooperation through discussion and persuasion
-  Comply with and enforce the District's Safety, Health, and Environmental policies

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Five (5) years of increasingly responsible procurement and contract administration experience with a minimum of two (2) years supervisory experience/capacity or equivalent (i.e., supervisory training, and/or supervising a project or team). Background in contracts administration, public agency competitive procurement, procurement operations, and contracts risk management

Training: Equivalent to a Bachelor's degree with major course work in procurement, contract administration, business management, or a related field

Licenses/Certificates:

-  Valid California driver's license, required

- ✎ Procurement or Contract Management Certifications as offered through various professional procurement organizations is highly desirable (e.g. Institute of Supply Management (ISM), National Contract Management Association (NCMA), California Association of Public Procurement Officials (CAPPO), etc.)

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Communicate verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group settings
- ✎ Regularly use a telephone for communication
- ✎ Regularly use copiers, fax, personal computers, and peripherals
- ✎ Sit for extended time periods
- ✎ Hearing and vision within normal range
- ✎ Regular attendance
- ✎ Carry, push, reach, and lift up to 20 lbs. routinely
- ✎ Reach at above shoulder heights (5%); at shoulder height (5%); and below shoulder height at 90%
- ✎ Occasionally stoop, kneel, or crouch
- ✎ Sufficient manual dexterity to operate equipment

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date