

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **CONTRACTS ADMINISTRATOR I / II / SENIOR**

GRADE LEVEL: E5 / E11 / E13

SUPERVISOR TITLE: Construction Contracts Manager

FLSA Status: [] Exempt [X] Non-Exempt

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA

DEFINITION

Under immediate progressing to general supervision, to perform a variety of administrative duties including progress payments, preparing specifications, project status reports, preparation of spreadsheets and database reports, and overall general support for the Contracts Department.

CLASS CHARACTERISTICS

Contracts Administrator I

This is the entry-level position in the Contract Administrator class series. Positions assigned to this level perform limited or routine clerical duties under close supervision. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

Contracts Administrator II

This is the journey level position in the Contracts Administrator class series. Positions assigned to this level perform a full range of clerical duties under general supervision. Because employees in classifications at this level are expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

Senior Contracts Administrator

This is the advanced journey level in position in the Contracts administrator class series. Positions assigned to this level may provide lead supervision to journey level staff and independently perform clerical duties. Lead duties may include providing administrative assistance and training. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.






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

- ✎ Receive draft pay estimates from Contracts Manager, prepare on computer, return for review and signatures, make necessary copies, and forward to Accounting for processing
- ✎ Prepare and distribute bid packages to contractors and suppliers. Maintain plan holder's list for distribution to publications, contractors, and suppliers upon request. Prepare addendums for projects out to bid
- ✎ Organize existing files and create new files. Receive, review, log, and distribute submittals for approval. Accommodate requests for certified payroll and contract information. Prepare County and City Notice of Acceptance letters for District contract and developer projects
- ✎ Prepare monthly spreadsheets and database reports, active developer projects summary and completed project summary
- ✎ Attend pre-construction meetings and take minutes, process minutes and distribute to attendees
- ✎ Prepare amendments for job transactions
- ✎ Prepare project status report, including inspector's daily logs
- ✎ Prepare county/city occupancy release letters and final release letters for developer projects
- ✎ Receive telephone calls from contractors, developers, and customers, dispatch on radio for inspectors, or employees in other divisions
- ✎ Provide administrative and clerical training
- ✎ Prepare and maintain Contracts Department process flow charts
- ✎ Perform bid reference checks
- ✎ Track and maintaining active insurance certificates and endorsements
- ✎ Verify insurance requirements are met for developer packages
- ✎ Perform related duties as assigned




QUALIFICATIONS

Contracts Administrator I

Knowledge of:

-  Word processing; preferably MS Word
-  Special District administration
-  Proper English, grammar, and punctuation
-  Standard office procedures
-  Proper work safety standards

Ability to:

-  Type 40 WPM
-  Operate Personal Computer
-  Comply with the District's Health, Safety, 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: Three (3) to six (6) months of clerical/administrative experience, preferably with a public utility

Training: Equivalent to the completion of the 12th grade supplemented by specialized administrative training




Licenses and Certificates:

-  California Class C Driver's License, required



*In addition to the qualifications for a **Contracts Administrator I:***

Contracts Administrator II

Knowledge of:

-  Basic practices and principles of contract law
-  Computer spreadsheets
-  Basic principles of public works construction

Ability to:

-  Coordinate department assignments
-  Understand construction terms

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: Two (2) or more years of clerical experience with a public utility or minimum two (2) years experience as a Contracts Administrator I

Training: Equivalent to the completion of the 12th grade, supplemented by some college level course work in public or contract administration is preferred





Licenses and Certificates:

-  California Class C Driver's License, required

*In addition to the qualification for **Contracts Administrator I & II:***

Senior Contracts Administrator:

Knowledge of:

-  Prevailing wage rules and reporting requirements
-  Flow chart processes
-  Public works bidding processes
-  District contract policy

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) to seven (7) years of contract administrative experience with a public utility and one (1) year of lead or supervisory experience

Training: Equivalent to the completion of the 12th grade, supplemented by some college level course work in public or contract

administration, public contract code and public works prevailing wage requirements

Licenses and Certificates:

- ✎ California Class C Driver's License, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

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

- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Uses office equipment such as a computer, copiers, and fax machines
- ✎ Extended sitting, walking, standing, and climbing
- ✎ Hearing and vision within normal ranges
- ✎ Carry, push, reach, and lift up to 20 lbs. routinely
- ✎ Reaching at above shoulder heights (5%), at shoulder height (5%), below shoulder height (90%)
- ✎ Occasionally stoop, kneel, or crouch
- ✎ Sufficient manual dexterity to operate equipment

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