



Title: Manager, Contracts and Disadvantaged Business Enterprise

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to manage and oversee the acquisition and contract administration functions of the Procurement Services Department related to construction contracts, and professional and non-professional services. This is accomplished by reviewing, analyzing, and applying procurement policies for District, federal, state and local contracting regulations, providing project oversight and management, tracking, analyzing, and recording data, implementing and complying with all aspects of the DBE Program, overseeing the District’s Small Business program and Public Information services, and developing outreach activities and technical training opportunities to DBEs and Small Businesses. Other duties include participating in leadership and team building training and projects, attending outside meetings and assuming department responsibilities in the Director’s absence.

This class works under administrative direction, which includes broad management responsibility for a large program or set of related functions. This class reports to the Director of Procurement Services functionally for contract, procurement and DBE related functions; however this class reports to the General Manager/CEO operationally for DBE related issues.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Provides program, policy and procedure development, review, analysis, support and implementation by leading the development of procurement policies and DBE and other socio-economic small business contracting programs, developing procedures for proposals and bid documents, analyzing bids and proposals, the District’s Disadvantaged Business Enterprise (DBE) program, and the District’s pre-qualification policy, ensuring bids and contracts are in compliance with federal, state, District and local regulations, verifying and maintaining the DBE registry, maintaining and administering the Centralized File Management System and the Integrated Contract Administration System database, and making recommendations for the Small Business Development Program regarding competitiveness.	35%
2	S	Provides project oversight, technical expertise and management by verifying implementation of procurement policies and procedures,	25%



		establishing timelines and goal setting for the annual DBE and FTA reports, conducting internal audits of department procurement activities, ensuring conformance with the systems and databases, serving as the DBE Liaison Officer, gathering and analyzing statistical data as required, ensuring proposals and contracts are in compliance and available, analyzing work processes and suggesting improvements, advising management and the Board on DBE matters, facilitating training seminars, providing outreach regarding contracting opportunities to DBEs and community organizations, and serving as the liaison to the Uniform Certification Process in California.	
3	S	Provides department administration by assigning and reviewing procurements and contracts assigned to staff, training and mentoring employees, developing and implementing employee recognition programs, conducting team exercises, meetings, and performance evaluations, interviewing and selecting personnel, providing technical expertise and assistance, identifying departmental needs such as equipment and workspace, coordinating projects with other divisions and outside agencies, and serving as the department representative during audits relating to procurement, DBE and prevailing wage activities.	15%
4	S	Oversees the information tracking, data analysis and reporting by reviewing the maintenance of databases, preparing and analyzing statistical reports, DBE/Small Business utilization, and contract compliance, preparing various reports for Board approval and submittal to appropriate agencies, assigning work to staff, and developing and maintaining data regarding the Small Business Program.	15%
5	S	Provide public information services by preparing and distributing annual goal setting document to various organizations, responding to requests for information pertaining to the DBE program, competing for RT contract, scheduling and facilitating public review of the annual DBE goal setting proposals, providing technical supports regarding all aspects of the program to vendors interested in or participating in the program, planning, coordinating and conducting small business outreach events and conferences.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor’s degree in Business Administration, Public Administration or a related field.



	Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.
Experience	A minimum of five (5) years of experience performing contract administration, DBE compliance and/or procurement related activities, including two (2) years of supervisory experience.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	



KNOWLEDGE
<ul style="list-style-type: none"> • Procurement procedures and DBE programs. • Presentation and communication techniques. • Audit techniques and procedures. • DBE certification criteria, requirements, and goal setting methodology requirements. • Federal, state, and local regulations related to procurement, contracting, and DBE. • Federal and State laws, codes, and regulations related to prevailing wage, labor codes, apprenticeship standards, and EEO requirements. • Federal and State public contract codes related to bidding and licensing requirements. • Federal, State, and local third party contracting requirements, procurement procedures, and contract administration systems. • Personnel management theory and techniques. • Basic construction industry practices. • Principles and practices of contract administration. • Laws prohibiting discrimination and harassment. • Training Techniques.

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none"> • Stay current on changes to codes and regulations related to department activities. • Interpret and apply codes, regulations, and procedures to reduce exposure of the District to potential litigation related to contract disputes. • Manage time and meet deadlines. • Apply complex formulas from DBE regulations to derive DBE availability statistics used in setting annual DBE goal. • Staying current on prevailing wage codes and regulations. • Learn District and departmental operating policies and procedures, systems and methods, and department-specific tasks and procedures. • Speak clearly and communicate messages to appropriate individuals. • Organize information clearly and precisely. • Manage and supervise staff. • Learn District specific procurement policies and procedures. • Learn Department of Transportation Local Assistance Program procedures related to DBE regulations as administered by Caltrans.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; observing work site; observing work duties; communicating with co-workers
Sitting	F	Desk work; meetings; driving
Walking	O	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	O	File drawers; equipment; tables and chairs
Reaching	O	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground; making repairs
Twisting	R	From computer to telephone; getting inside vehicle
Climbing	O	Stairs; step stools
Balancing	R	On step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Calculator, fax machine, vehicle, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	N
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.