



CONTRACTS AND SPECIAL PROJECTS MANAGER

DEFINITION

Under general direction of higher level staff, plans, organizes, develops coordinates, and performs, a variety of duties as it relates to public contracts and bidding processes, risk management programs, real property transactions, and various other special project/program activities citywide; performs all other related duties as assigned.

CLASS CHARACTERISTICS

This classification is distinguished by its responsibilities for the planning, organizing, developing, coordination, oversight and performance of the public contract, agreement, and bidding processes and compliance, including preparing and processing requests for proposals, reviewing and approving technical documents for competitive bids, ensuring compliance with appropriate laws, regulations, policies and procedures; risk management activities, including reviewing and monitoring liability insurance requirements, risk transference, certificates of coverage and endorsement, and employee safety programs; real property transactions and activities, including planning and coordinating acquisition, sale, transfer, leasing, and disposal of the City's real property; and planning, organizing and coordinating a variety of specialized projects encompassing citywide issues and concerns. Incumbents are expected to independently perform the full scope of assigned duties.

EXAMPLES OF DUTIES – duties may include, but are not limited to the following:

- Coordinates and assists in bid proposal document preparation, including reviewing and modifying specifications and bid proposal documents to ensure documents are prepared accurately in accordance with Public Contract Code and other required standards and procedures; trains and advises staff regarding the competitive bid and contract compliance processes and procedures.
- Reviews contracts and contractor bid proposals for accuracy, compliance and bid responsiveness, including ensuring contracts comply with insurance and bonding requirements; coordinates and oversees the formal bid process for purchase of equipment, supplies and services for the City; prepares contract documents and coordinates processing of same between the contractor, City staff, and the signing authority on all applicable projects; coordinates with departments in preparing and issuing Notices of Award and Notices to Proceed.
- Interprets and explains policies and procedures to contractors regarding the contract process, certified payrolls, and prevailing wage rates; prepares, processes and maintains contracts and service agreements with selected vendors and professional service firms; coordinates and tracks insurance requirements for construction and vendor contracts and professional services agreements; including ensuring ongoing compliance as applicable.
- Coordinates assigned risk management activities, including providing information, direction and training to staff, and the general public regarding the City's liability insurance, risk transference, certificates of coverage, event endorsements and other related insurance matters; maintains and updates adequate coverage for City owned property, structures, content, vehicles, and equipment; coordinates, processes, and liaisons with City's insurance carrier, adjustor, City Attorney and other representatives on insurance claims and claims for damages against the City.

- Develops, reviews and implements citywide employee safety policy and training programs, including identifying CalOSHA, Injury Illness and Prevention (IIPP), and other required standard operating procedures, policies and training; coordinates with departments to ensure timely and applicable training; coordinates applicable policy creation, review and updates; oversees and coordinates the activities of the City Safety Committee, including meetings, addressing employee concerns and complaints; coordinates and conducts city property and workplace safety inspections.
- Coordinates and performs technical, and specialized work related to the appraisal, acquisition, management, transfer, sale and disposal of real property; assists in preparing and reviewing acquisition documents, legal descriptions, deeds, escrow instructions and conditions of title; negotiates and addresses contract terms relating to real property transactions and lease agreements; coordinates and reviews real property appraisals; obtains deeds and purchase contracts from property owners.
- Manages and coordinates specialized, diverse and complex projects encompassing citywide issues and concerns; manages and coordinates project planning and project delivery activities with City departments and other governmental, public and private agencies; develops, monitors, and coordinates an annual city wide work plan as it relates to assigned areas; designs strategies and leads collaborative processes to facilitate the productivity of Departments to optimize project results, increase value, and maximize efficiencies.
- Performs all other related duties as assigned.

REQUIREMENTS

Knowledge of: Principles and practices of public procurement, including formal and informal competitive bidding procedures, applicable federal, state, and local laws and regulations; contract provisions, insurance and bonding requirements; federal and state prevailing wage laws; methods of competitive bid preparation, solicitation, award and evaluation; principles, practices and techniques for developing purchase and service agreements and contracts; insurance standards, forms and language, including assessment of liability and risk transference; principles and practices of real property activities and transactions; laws and procedures regulating ownership and control of real property, applicable real estate law and land ownership transaction procedures and instruments; principles and practices of related project management, including goal setting, program development and implementation; principles and practices of advanced teambuilding and facilitation; the principles and practices of records management, storage and destruction; standard office computer software, including word processing, spreadsheets, database programs; record keeping principles and practices; research techniques and methods of report presentation; English usage, grammar, spelling, vocabulary, and punctuation; techniques for dealing effectively with those contacted in the course of work, both in person and on the telephone.

Ability to: Read, interpret, explain, and apply specifications of laws, codes, and legal and technical documents related to public construction projects, contract administration and real estate transactions; read and interpret plans, drawing and technical specifications; develop and administer employee safety, worksite and agency compliance programs; coordinate multiple projects and meet critical deadlines; use standard office equipment, including personal computers and applicable software programs; develop and maintain accurate records, files, spreadsheets, and databases; prepare clear and concise reports, correspondence, policies and other written materials; effectively facilitate groups and make oral presentations; use sound independent judgment within general policy and procedural guidelines;

establish and maintain effective and cooperative working relationships with others contacted in the course of work.

OTHER REQUIREMENTS

- Possess a valid California Driver's License.
- Other certificate(s) or license(s) specific to functional area of assignment may be required.
- Must be willing and available to attend meetings after normal work hours and to travel for trainings and/or meetings as required.
- Must be willing and available to work extended hours as necessary to complete assigned projects.

PHYSICAL REQUIREMENTS

Work is performed in a general office and field environment. Must be able to perform the physical aspects of the job, including sitting and standing for periods of time; operating standard office equipment, including a computer; visiting various City sites, including traversing uneven terrain; climbing ladders, crawling in confined areas, bending and stooping; operating a motor vehicle; hearing and speech to communicate in person and over the telephone; lift, push, pull, and carry up to 50 pounds, and up to 150 pounds with assistance; occasionally working outside in varying weather conditions, with exposure to dust, pollen and heavy equipment.

EXPERIENCE AND TRAINING

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree in business administration, public administration, or related field, and at least four (4) years progressively responsible experience in public contract administration, and higher level administrative management and analytical experience in municipal government operations.

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04/15