

CITY OF SANTA CLARA, CALIFORNIA
CONTRACTS MANAGER
(Unclassified)
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EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Bachelor's degree from an accredited college or university in Public or Business Administration, Economics, Accounting, Finance, Material or Supply Chain Management or closely related field; and
- Three (3) years of increasingly responsible experience facilitating large and complex procurements and negotiating, writing, and managing large and complex contracts.

Desirable Qualifications:

- Designation as a Certified Purchasing Manager (CPM), Certified Professional Public Buyer (CPPB), or Certified Public Purchasing Officer (CPPO);
- Master's degree in a closely related field; and
- Experience in the public sector.

LICENSE

Possession of a valid California Class C driver's license is required at time of application and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

This is a management position in the Unclassified Service responsible for conducting the most complex, sensitive, and difficult ongoing analytical work related to the City's contracting policies and procedures, Prevailing and Living Wage Policies, and Federal and State labor compliance regulations and standards. An incumbent in this position exercises independent judgment and discretion, provides oversight and insures consistency with contracts executed and monitored by City Departments, and develops and implements trainings on City contracting policies and procedures.

As a member of the City's Unclassified Service, this is an "at will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

Under general direction:

- Facilitates highly complex contract negotiations with outside vendors;
- Works closely with client departments to develop bid specifications and requirements;

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- Assesses acquisition and contract requirements to determine the most appropriate solicitation process, such as Requests for Proposals (RFPs), Invitations to Bid (ITB), Requests for Quotations (RFQs), and Requests for Information (RFIs);
- Establishes and oversees contract management practices city-wide;
- Gives presentations to City Staff and other agencies on proposed and established contracting procedures;
- Compiles, analyzes, and evaluates data on City-wide purchasing patterns to identify purchasing trends and compliance issues;
- Meets with vendors to acquaint them with City procurement policies and procedures as required;
- Prepares a variety of written and oral reports, staff memorandum, legislative files, draft ordinances, contract terms and conditions, and contracting policies and procedures;
- Ensures that Prevailing Wage laws are followed on all applicable contracts;
- Formulates corrective action plan for resolution of labor compliance violations such as, enforcement of contractor compliance with restitution payments, liquidated damages, or recommending debarment when applicable;
- Oversees the city-wide contract management system;
- Assists departments with resolving contract management issues;
- May act as Purchasing Division Manager; and
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Laws, regulations, policies, and procedures related to large scale public sector purchasing, including solicitation of bids/proposals, financing, evaluation of offers, negotiations, and awarding of contracts;
- Uniformed Commercial Code (UCC) rules and regulations and Contract Law as it relates to the procurement of goods and services;
- Relevant Federal, State, and local laws and regulations related to contracts, financial policy, and reporting requirements;
- State Prevailing Wage laws and policies;
- Principles and practices of management analysis and organizational design necessary to formulate policies and procedures;
- Principles and practices of various contract solicitation processes, including RFPs, ITBs, RFQs, and contract administration and monitoring;
- Project and workload planning;
- Problem solving and conflict resolution practices and techniques;
- Oracle/Peoplesoft, and Microsoft Office suite products, including Word, Excel, PowerPoint and Outlook; and
- Office safety practices, procedures and standards.

Ability to:

- Develop and communicate complex contracting policies and procedures;
- Analyze problems and negotiate complex contractual terms, investigate sensitive or unusual issues or complaints, and provide guidance and assistance;

CONTRACTS MANAGER (continued)

- Demonstrate a high level of proficiency in various spreadsheet and presentation software programs;
- Work independently and under pressure, meet deadlines, adapt to varying circumstances and use sound judgement in the performance of duties;
- Draw conclusions and project consequences of decisions and recommendations;
- Establish and maintain positive and effective relationships with City employees including senior officials and managers, general public, contractors and other governmental representatives;
- Work as team player and be willing to deliver excellent customer service to both internal and external City clients;
- Communicate logically and clearly, both orally and in writing; follow oral and written instructions;
- Work effectively in time-sensitive situations and meet deadlines; coordinate multiple projects and complex tasks simultaneously;
- Exercise independent judgment and initiative with minimal supervision;
- Identify policy issues and work with staff to develop options and recommend solutions;
- Seek new solutions and ways of doing business in an improved and more effective way;
- Analyze financial and legal information; and
- Bend, stoop, reach, carry, crawl, climb, and lift up to 25 pounds as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the general direction of the Purchasing Division Manager.

SUPERVISION EXERCISED

May supervise staff of the Purchasing Division.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office annually, and upon leaving office, in accordance with City Manager Directive 100.