

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: SENIOR ADMINISTRATIVE/CONTRACTS ANALYST

DATE: 11/15/2016

JOB CODE: 31712

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: CONFIDENTIAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general direction, to perform analytical, administrative, and management duties and responsibilities including budget/financial analysis, program/organizational analysis, project management, and contract administration in support of Department-wide activities, functions, and programs; to develop and recommend policies, procedures, work methods, and budgetary allocations; to perform a variety of highly responsible and complex administrative and professional staff work in support of the Deputy General Manager requiring the highest degree of initiative, discretion, and independent judgment; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The class of Senior Administrative/Contracts Analyst is a professional-level management class. This single incumbent class performs complex and difficult analytical work requiring a high degree of sound independent judgment, initiative, and the need to effectively handle multiple deadlines and changing priorities. This class is distinguished from the Senior Administrative Coordinator by the complexity of independent professional level work focusing on contract administration, management of leases, budgetary and financial management, and policy development and implementation. Supervision is received from the Deputy General Manager. Supervision may be exercised over office/administrative support staff, as assigned.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Assist the Deputy General Manager in planning, organizing, supervising, and evaluating the work of the Department's administrative office; assist in the development, implementation, and monitoring of work plans to achieve goals and objectives;

- Plan, organize, and conduct complex administrative or management studies; employ analytical techniques and information gathering processes and obtain required information and data for analysis; analyze alternatives and make recommendations regarding such areas as staffing, facilities equipment, cost analysis, productivity, and policy or procedure modifications; discuss findings with management staff and prepare reports of study conclusions; assist in developing and implementing Department-wide or program goals and objectives;
- Assist the Deputy General Manager in formulating and administering the Department's budget; gather and analyze data and information; monitor expenses; investigate and evaluate the need for changes in budgetary allocations during the fiscal year;
- Perform program administration and evaluation functions in areas as assigned; provide technical assistance to others on administrative and analytical matters;
- Coordinate programs and activities with other divisions; confer with representatives of other agencies, groups, vendors, and the public;
- Conduct special studies and surveys and prepare a variety of reports, correspondence, and other materials; respond to external surveys, public records act requests, and questionnaires;
- Coordinate arrangements for meetings; attend meetings and represent the Deputy General Manager, as required; make oral presentations to Boards and/or commissions;
- Identify and report departmental concerns or issues; conduct necessary research and assist in development of proposed solutions;
- Develop correspondence, forms, procedures, and related documents requiring extensive knowledge of the functions and procedures of the Department; verify accuracy of documents; maintain records and confidential information; operate a variety of office equipment and computer software at an intermediate to advanced level;
- Supervise office/administrative support staff in the performance of office procedures; prepare work schedules and establish production standards; analyze and resolve problems arising from work in progress;
- Adjust work assignments, procedures, and priorities to expedite work flow; coordinate activities with other divisions; investigate and take appropriate action on complaints regarding operations and personnel supervised; participate in the training and evaluation of personnel to ensure efficient office operations;
- Plan, organize, manage, and participate in the Department's centralized contracting function; develop standard and non-standard contracts and agreements for engineering, major construction projects, purchases, professional services, and other specialized services and arrangements;
- Exercise regular and substantial independent judgment and procedural knowledge in performing work requiring interpretation of laws, rules, regulation, procedures, policies, and guidelines;
- Establish and maintain files and various manual and electronic record keeping systems; manually and/or electronically sort and file documents, maps, and records according to pre-determined classifications and determine new classifications as necessary; perform data entry into electronic systems; manipulate, summarize, and extract data for use in various reports; audit and ensure accuracy of records and files; retrieve manual and electronic materials from established systems;
- Review technical sections of contracts to ensure provisions are clear and consistent with specifications; draft contract amendments and extensions;
- Recommend modifications to contract language to protect the Department's interests;

- Oversee bid opening processes, direct the evaluation and analysis of bids received; conduct job walks; respond to inquiries; determine the reliability of bidder and prepare recommendation for Board award;
- Discuss project issues with staff and guide conclusions and resolutions; resolve contract related issues through negotiations; support staff members at project meetings;
- Negotiate and prepare leases and amendments; track rental payments; prepare market rate rental assessments; prepare tax assessments for properties owned by the agency;
- Draft reports and recommendations related to the development and management of contracts for approval by the General Manager;
- Serve as liaison between the Deputy General Manager and Division Managers to ensure directives are clearly communicated, understood, and carried out and that issues of mutual interest are resolved;
- Consult with and assist Department Directors in the preparation of staff reports and recommendations to the Board including but not limited to, contract amendments, extensions, contract awards, and change orders;
- Prepare rebuttals and defend the Department against project claims; support Department Directors, Deputy General Manager, General Manager, City Attorney, or outside Council in defending project claims against the Department;
- Attend meetings and represent the Deputy General Manager or General Manager, as assigned;
- Perform related work as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Advanced principles, practices, and methods of administrative, organizational, and technical research and analysis, problem resolution, and report presentation;
- Principles and practices of public agency financing and budget development, administration, financial record keeping, and reporting;
- Advanced principles and practices of contract administration, project planning, and other related requirements of contract administration;
- Pertinent Federal, State, and local laws, rules, regulations, and codes governing the award and administration of contracts;
- Legal principles and procedures related to contract administration functions;
- Principles and practices of public agency procurement;
- Document management policies, procedures, and techniques;
- Legal writing and document preparation;

- Proper English usage, spelling, grammar, and punctuation;
- Advanced office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases;
- Principles of supervision, training, and performance evaluation;
- Basic public relations techniques.

Ability to:

- Perform a wide variety of difficult and responsible administrative staff work with minimal direction;
- Make presentations to boards and/or commissions;
- Effectively research and extract pertinent data from a variety of sources including scopes of service;
- Effectively and accurately prepare routing and complex, clear, and well defined contracts and agreements consistent with all applicable legal requirements;
- Review and interpret utility projects; serve as a technical resource to subcontractors, contractors, government agencies, and the Department;
- Negotiate and resolve contract administration problems; respond accurately to requests and inquiries and make appropriate recommendations;
- Prepare clear and concise technical, financial, and administrative reports; draft and prepare a variety of documents; initiate and compose correspondence;
- Understand, interpret, explain, and apply Federal, State, and local laws and regulations applicable to areas of responsibility;
- Perform cost and payment calculations;
- Maintain complete, comprehensive contract records and files;
- Use tact, discretion, and diplomacy in dealing with sensitive situations and concerned contractors and vendors;
- Exercise sound independent judgment within general policy guidelines;
- Maintain confidentiality of sensitive or privileged information;
- Establish complex electronic and manual filing and record keeping systems; maintain accurate record keeping systems;
- Deal comprehensively with inquiries or complaints and give clear explanations of procedures and regulations;
- Utilize computers and various software including word processing, databases, and spreadsheets at an advanced level in order to complete assigned work;
- Prepare budgets, collect data, conduct studies, and write supporting reports;
- Communicate effectively orally and in writing;

- Supervise, train, and evaluate the performance of subordinate staff, as assigned;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Work under moderate stress conditions;
- Maintain a driving record which meets Vehicle Code standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited college or university with the equivalent to a Bachelor's Degree in Public Administration, Business Administration, Finance, or a closely related field.

Experience: Five (5) years of increasingly responsible experience in a professional administrative capacity including budget development and administration, contract administration, policy development, organizational analyses, and related functions; and ability to demonstrate word processing, database, and/or spreadsheet proficiency at an advanced level.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California driver's license. For out of state applicants, a valid driver's license is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

Possession of a Contract Management Certificate is highly desirable, or ability to obtain within one (1) year of appointment.

Possession of a National Contract Management Certificate is highly desirable.

Possession of a Notary Public Certification/License is highly desirable, or ability to obtain within six (6) months of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbent requires sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens, and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Job Description:

BOWC Approved:

11/15/2016