



PRINCIPAL CONTRACT SPECIALIST

JC: UF230
PB: AFG
FLSA: Exempt

BU: 31 (AFSCME)
Created: January 1999
Updated: May 2019

*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.*

DEFINITION

Supervises, assigns, reviews and participates in the work of staff responsible for developing and administering engineering construction, procurement and professional service contracts; ensures work quality and adherence to established policies and procedures; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the working supervisory level in the Contract Specialist series. Positions at this level perform the most complex duties assigned to the series or are responsible for participating in supervising, assigning and reviewing the work of subordinate or contract staff. Incumbents may also be responsible for overseeing the work of outside contractors or assisting higher level managerial staff in planning and evaluating the quantity and quality of work performed by subordinate staff.

REPORTS TO

Manager of Contract Administration

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

1. Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for contract administration.
2. Establishes schedules and methods for providing contract administration services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
3. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
4. Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.

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5. Meets with TSD, maintenance & engineering, and other District departments staff regarding plans, specifications, requests for proposals and contract parameters for large scale or major engineering construction and procurement contracts.
6. Provides oversight for ongoing contracts; initiates and processes change orders; coordinates protest and claims dispute resolution; prepares status reports; monitors project schedule and funding.
7. Administers on-going contracts, change orders, disputes and close-outs; prepares status reports; and monitors annual funding.
8. Oversees contractor procurement functions including document preparation, pre-bids meetings and site visits; coordinates bid openings.
9. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
10. Participates in the preparation and administration of the contract administration division budget; submits budget recommendations; monitors expenditures.
11. Prepares a variety of analytical and statistical reports on operations and activities.
12. Maintains business relationships with service providers to facilitate new and continuing contracts and agreements.
13. Attends and participates in professional group meetings; stays abreast of new trends, legislation and innovations in the field of contract administration.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a contract administration program including
- construction engineering and procurement, and services contracts
- Methods and techniques of contract negotiations, preparation and administration
- District and mandated procurement principles, practices and standards
- Principles of supervision, training and performance evaluation
- Principles and practices of construction engineering
- Current and complex principles and practices of public agency procurement
- Related Federal, State and local laws, codes and regulations.

Skills in:

- Selecting, supervising, training and evaluating staff
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Preparing and revising specifications and contract documents for complex engineering, construction, procurement, and services contracts
- Negotiating complex contracts
- Interpreting and explaining District policies and procedures
- Preparing clear, accurate and concise specifications, contract documents, reports, records and files

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- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

MINIMUM QUALIFICATIONS

Education:

Possession of a Bachelor's degree in public administration, business administration, economics, engineering or a related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable professional contract administration experience which must have included at least one (1) year of administrative or lead supervisory experience .

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0530 – Purchasing Agents
Safety Sensitive: No