

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROJECT PROCUREMENT CONTRACTING OFFICER

BASIC FUNCTION:

Under the direction of assigned administrator, assume responsibility for pre- and post-award administration of contracts for design and construction services; coordinate procurement activities and manage bid process; work collaboratively with program manager and program management team to develop RFQs and review responses; lead and participate in negotiation of contract prices, terms, and conditions; oversee contract compliance; and perform other related duties as assigned.

This position is contingent on Prop R Bond funding.

REPRESENTATIVE DUTIES:

Solicit quotations and bids to procure a variety of required goods and services; perform basic analyses for firm fixed-price or similar contracts; evaluate proposals using procurement processing systems; recommend contract awards. *E*

Advise Director and Program Manager on contracting methods and alternate contract vehicles in compliance with Public Contracts Code, Education Code, and other applicable State codes. *E*

Analyze proposed costs including but not limited to sources of supply, prices, delivery dates, and transportation charges; advise Director and Program Manager of alternatives; recommend most advantageous offer. *E*

Analyze business practices and market conditions to evaluate bid responsiveness, contractor responsibility and contractor performance. *E*

Lead and participate as a member of negotiation team; prepare and/or negotiate contract prices, terms and conditions; negotiate appropriate contract type such as fixed-price, cost-type or incentive-type. *E*

Plan and carry out recurring work using established procedures; confer with Director or Program manager as necessary on technical problems. *E*

Oversee District-wide Blanket Purchase Agreements related to construction and maintenance. *E*

Provide responsive, high quality service to District employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information in a courteous, efficient and timely manner. *E*

Prepare various correspondence and reports. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Contracting law, Public Contract Code as it pertains to Professional Architectural and Engineering Contracting, Field support and inspection, Construction and Public Works contracts, Education code pertaining to Firm Fixed Price contracting, public works contracting, and professional design services, and other laws and regulations pertaining to the solicitation of bids/proposals, evaluation of offers, negotiations and awarding of contracts.

Profession firm and Contractor practices regarding pricing, material management, amendments, change orders, shipping, warranties, and invoicing.

Basic principles and practices of cost accounting.

Principles and practices of professional procurement.

Contracting, service-type contracts, construction contracting, and contract financing.

Principles and techniques of cost and price analysis.

Methods and techniques of contract negotiation.

Application of contract type, e.g. cost plus fixed fee, award fee, incentive, fixed price, two-step, Lease Lease Back, Design Build, Agency CM, CM at risk.
Negotiated procurement via Request for Proposals.
Material Management Systems.
Claims analysis and settlement including Alternate Dispute Resolution (ADR) methodologies.
Modern office procedures, methods, and equipment including computers and applicable software.
English usage, spelling, grammar, and punctuation.
Interpersonal skills using tact, patience, and courtesy.
Oral and written communication skills.

ABILITY TO:

Plan, organize, and manage construction contract procurement process.
Read, analyze and interpret bids and quotes, technical procedures and governmental documents and regulations.
Negotiate and prepare design professional and public works contract documents.
Organize and prioritize complex projects to meet schedules and timelines.
Develop and conduct presentations to small and large groups.
Calculate and analyze figures and amounts such as discounts, interest, percentages, proportions, margins, and mark-up.
Represent the College to outside organizations and individuals.
Exercise appropriate judgment in answering questions and releasing information.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Interpret and apply applicable Federal, State, and District policies, laws, and regulations.
Work independently with little direction.
Communicate effectively, both orally and in writing, with multi-level personnel as well as contractors, vendors and their representatives.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Bachelor's degree, or the equivalent, in business administration, public administration, construction management, or other closely related field; AND three years of progressively responsible experience in contracting at the journey level in public agency architect and engineering contracts and public work construction contracts.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and a safe driving record.

WORKING CONDITIONS:

ENVIRONMENT:

Varied including office, campus, off-site, and construction environment.
Driving a vehicle to conduct work.
Frequent interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone.
Seeing to read and verify data.
Dexterity of hands and fingers to operate office equipment.
Sitting or standing for extended periods of time.

Travel to various locations for meetings or events.

HAZARDS:

Driving a vehicle during adverse weather conditions.

Contact with dissatisfied or abusive individuals.

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Forsberg Consulting Services