

CHIEF CONTRACTING OFFICER

Under general direction, the Chief Contracting Officer supervises the activities of the contracting and purchasing section of the Pasadena Metro Blue Line Construction Authority's, which may include one or more of the following functions: bid management; contract management; proposal oversight; purchasing; and related accounting. This position reports directly to the Chief Executive Officer, who provides general supervision and direction.

TYPICAL TASKS/DUTIES

- Monitors request for proposals and request for bid packages and prepares packages for distribution.
- Participates in bid selection, establishes evaluation criteria, analyzes bids to determine responsiveness, and recommends bid awards.
- Manages direct purchasing activities, ensures responsive purchasing bids are solicited, compares price quotes, recommends vendor awards, issues purchase orders and monitors vendor performance.
- Coordinates the preparation of contracts and contract amendments and ensures compliance with legislation.
- Monitors contract progress and compliance, change orders, reviews and approves invoices and payments; and works with contractors to resolve problems.
- Implements and maintains internal controls on all financial records related to contracting and purchasing and develops necessary policies and procedures.
- Prepares monthly status reports, summaries and other correspondence.

KNOWLEDGE, SKILLS AND ABILITIES

To successfully perform the typical tasks and duties of the position, the knowledge, skills and/or abilities listed below are required.

- Knowledge of theories, principles, and practices of contract administration for public agencies and accounting theory, principles, and practices, which can be applied to the Authority.
- Knowledge of applicable local, state, and federal laws, rules and regulations, and policies governing public procurement and contract administration processes.

- Knowledge of Board Resolutions and Ordinances, agreements, contractual arrangements, rules and regulations of outside organizations affecting the contracting and purchasing functions of the Authority.
- Demonstrated knowledge of computerized accounting systems, particularly purchasing modules and encumbrance accounting, in on-line and batch modes utilizing mini- and micro-computers including spreadsheet applications.
- Skill in personally performing complex contract administration work, developing internal controls and accounting functions.
- Skill in compiling and analyzing complex data, methods, procedures, and policies relating to contracting, purchasing and related accounting.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts and budgets.
- Skill in writing clear and concise reports and correspondence including request for proposals and contract specifications.
- Skill in supervising staff, including setting performance standards, evaluating performance, providing guidance and instruction, and counseling subordinates.
- Skill in maintaining effective interpersonal relationships including mediation and negotiations.
- Ability to deal effectively with other Authority departmental personnel and representatives from private firms and other public agencies.
- Ability to function in an entrepreneurial, hands-on environment and exercise judgment in decision-making.

EDUCATION AND EXPERIENCE

This position requires education and experience reflecting possession of the required knowledge and skills. A typical combination would include: graduation from a accredited college or university with a bachelor's degree in business, public administration, accounting or other related field plus five years of experience culminating in having supervised contracting or purchasing functions or units within a private corporation or a public agency equivalent in size and complexity to the Authority. A CPA certificate would be highly desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform this job.

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents; to have a range of motion sufficient to push, pull and place books, binders and other materials on level surfaces. At meetings, the incumbent employs eye contact and voice modulation and projection to convey or underscore points of information.

WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing this job.

The incumbent typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels.