

GRANTS CONTRACTS MANAGER

Under general direction of the Chief Financial Officer, this position assists in the activities of the Federal contracting and grants of the Pasadena Metro Blue Line Construction Authority's Finance Unit, which may include one or more of the following functions: FTA compliance, FTA bid management; FTA contract management; FTA proposal oversight; payment of invoices to Vendors/Consultants; purchasing; and related accounting. This position also assists the Accounting Department in accounting functions. This position reports to the Chief Financial Officer, who will provide general supervision and direction

TYPICAL TASKS/DUTIES

- Assist in the procurement process from beginning to award of request for federal proposals and request for bid packages, preparation of packages for distribution, bid selection, assist in establishing evaluation criteria, analyze bids to determine responsiveness in accordance with the Authority's policies and procedures.
- Ensures responsive purchasing bids are solicited, compares price quotes, recommends vendor awards, issues purchase orders and monitors vendor performance.
- Assists the CFO in the preparation of federal contracts and contract amendments and ensures compliance with legislation.
- Work in conjunction with the Contracts Manager to monitor federal contract progress and compliance, change orders, reviews and approves invoices and payments; and works with contractors to resolve problems.
- Maintain and monitor all financial data related to federal contracts, including payments and encumbrances, in the automated financial system.
- Assist CFO in monitoring/tracking federal contract compliance with all requirements, which includes tracking billings submitted by Vendors/Consultants and assessing whether billings are within federal contract compliance.
- Assist in General Accounting functions, such as A/P, A/R, G/L, J/C, P.O.'s, and working with outside Auditors
- Assists in managing insurance related issues as part of the overall comprehensive insurance plan, which shall include ensuring Consultants required to enroll in the Authority's OCIP program are so enrolled.
- Performs special projects in accounting, purchasing and contract management, as assigned, and serve as backup for other financial functions.
- Assist in preparing preaward audit information, follow-up and working with Caltrans auditors to ensure timely completion of preaward audits.
- Monitor federal contract budgets, authorized/Board approved amounts and encumbrances and track Board approved actions related to federal contracts.
- Assist in preparing forecasts of future federal contract budget amounts.

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 federal 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 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 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.
- Ability to assist in representing the Authority in dealing with contractual, audit and payment issues in a professional manner.
- Ability to disseminate information to all levels of management and outside public, private or governmental agencies.
- Ability to work with Caltrans auditors to ensure timely completion of preaward audits.
- Willingness to be cross trained on other functions within the Finance department and provide backup coverage as necessary.
- Knowledge of Federal Circular 4220.1d
- Knowledge of FTA Team-Web helpful.

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 in federal contracts or purchasing functions or units within a private corporation or a public agency equivalent in size and complexity to the Authority.

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 extensively make use of close vision to read reports, summaries, digests, and other documents; hear nuances in oral communications; have fine motor control to manipulate keyboards and multi-button telephone sets; and have a range of motion sufficient to push, pull and place books, binders and other materials on level surfaces.

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.

OTHER CHARACTERISTICS

Supervision and guidelines available

Most assignments are determined by the natural flow of the work and are performed without specific instruction. Work methods are expected to follow standard practices except when unusual or difficult cases occur, when more specific instructions may be given.

Responsibility for independent judgment and decisions

Individuals are guided in their tasks by prior experience, manuals, office directives, and supervision. They function within these guidelines, utilizing independent judgment in routine assignments.

Originality of thinking required

Originality is required in choosing among several predetermined alternative courses of action based on general instruction or precedents and in recognizing cases that will require the establishment of new policy or procedures. Employees may also be expected to exercise a critical approach to their regular routines and make occasional suggestions for improvement.

Contacts

Because of the technical nature of the tasks present and the measure of concentration necessary for efficient performance, contact with the public is at a minimum. The greater number of contacts are on the inter- or intra-departmental level concerning problems of work flow and distribution.

Supervision exercised

Typically there is no direct line supervision over others, although employees may frequently assist in training new employees or act in a lead capacity over others performing similar work.