



CITY OF LAGUNA NIGUEL

EMPLOYMENT OPPORTUNITY

CONTRACTS ADMINISTRATOR

FULL-TIME, PUBLIC WORKS DEPARTMENT

FILING DEADLINE: **Apply by July 8 at 5:00 p.m.**
\$5,922 - \$7,403 per month

Do you have the desire to make a real difference at work? Are you passionate about a strong sense of community? Then consider joining the ranks of top-notch public employees who are helping shape the future of Laguna Niguel. This is the opportunity to be part of making a remarkable community even better. The City of Laguna Niguel invites qualified applications for a newly created position, Contracts Administrator.

Laguna Niguel is a premiere master-planned community located in south Orange County, just minutes away from California's beautiful beaches and pristine coastline.

EXAMPLE OF DUTIES:

- Ensure contracts protect City's interests and uphold policies and procedures.
- Serve as project manager on assigned projects.
- Assist in the preparation of Request for Proposals and Notice Inviting Bids; review bids and proposals; make recommendations regarding the selection of consultants and contractors; perform field reviews; and recommend approval of contract change orders.
- Develop procurement strategies for projects; assist project managers in developing scopes of work; review funding availability.
- Confer with project managers to prepare presentation materials and conduct pre-proposal/bid conferences and site visits.
- Evaluate bids, proposals, and quotations; conduct cost and price analysis; chair evaluation committee meetings; conduct vendor interviews; determine consultant/contractor solution recommendations; and lead negotiations.
- Ensure contract compliance and conformance to applicable laws; review and approve invoices for projects.
- Prepare complex contract amendments, revisions, terminations, and close-outs and negotiate settlement of contract disputes.
- Interpret and clarify contract provisions and advise project managers regarding compliance issues.
- Administer on-going contracts to ensure consistency with terms and conditions of contract.
- Compile statistics for reports and studies related to procurement activity.
- Prepare staff reports to City Council when necessary.
- Provide professional direction to City staff and contractors.
- Coordinate activities with State and County agencies; prepare and submit compliance reports.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, and computer equipment.
- Contract service planning, bidding, negotiation, administration, and performance evaluation.
- Thorough knowledge of public works principles, practices, and methods as applicable to a municipal setting.
- Principles, practices, tools and equipment required for improving, maintaining and repairing City facilities, streets, sidewalks, storm drains, buildings and/or fleets.
- Principles and practices of contract management and supervision, including work planning, assignment, review, and the training of staff in work procedures.
- The operation and maintenance of a variety of hand and power tools, vehicles and power equipment related to the work.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable laws, codes and regulations.
- Methods of estimating time, labor, materials and equipment necessary to perform assigned work.
- Basic budgetary and contract administration policies and procedures.
- Record keeping and reporting practices.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Safe driving and work practices and principles.

Ability to:

- Communicate effectively, both orally and in writing, with City staff, consultants, other government agency representatives, City officials, and the general public.
- Develop, review, and modify various technical plans, designs, and specifications.
- Ensure compliance with appropriate Federal, State, and local laws, codes and regulations.
- Plan, organize, administer, coordinate, review, and personally participate in programs and capital improvement projects to maintain and improve City infrastructure and facilities as assigned.
- Plan, organize, and supervise the work of assigned contract staff.
- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Assist in preparing budgets; prepare clear and concise reports.
- Prepare and administer public agency contracts.
- Respond to and resolve questions and complaints from the public.
- Preparing clear and concise reports, correspondence, procedures and other written materials.
- Maintain accurate records and files of work performed.
- Organize work, set priorities and meet multiple deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Operate modern office equipment including computer equipment and software programs.
- Operate a motor vehicle safely.

EXPERIENCE AND TRAINING REQUIRED:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to completion of two years of college or technical school training or possession of an Associate of Arts degree in horticulture, building maintenance, construction management or a related field supplemented with four years of experience in the maintenance and repair of a variety of municipal infrastructure and facilities, including contract administration experience.

Additional experience as outlined above can be substituted for the experience on a year-for-year basis up to a maximum of two year.

Licenses:

Possession of a valid California Driver's License and an acceptable driving record.

PHYSICAL DEMANDS:

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed equally in office and field settings. Some outdoor work is required in the inspections of various streets, sports streets, joint use facilities, slopes, medians, greenbelts, wetlands, construction sites and public works facilities. Hand-eye coordination is necessary to operate testing instruments, computers, and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand and walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color visions, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

HOW TO APPLY:

A required City application form and supplemental questionnaire can be found on the City's website at www.cityoflagunaniguel.org. Application and questionnaire must be filled out completely and must show that the minimum qualifications are met. Completed City application and questionnaire should be submitted online, to Hresources@cityoflagunaniguel.org, or in person to Human Resources at City Hall (30111 Crown Valley Parkway, Laguna Niguel). Based upon information presented on the applications, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection process.

SPECIAL NOTICE:

The City of Laguna Niguel recruits and hires without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an exceptional or implied contract and provisions contain herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a Drug Free Workplace, and complies with Federal Law; therefore the City prohibits the use of cannabis, including medicinal use, and all illegal drugs by employees and prospective workers.

Note: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screen.

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