SUMMARY: Under general supervision, prepares, negotiates, administers, and audits assigned contracts; drafts, updates, and maintains a variety of procurement documentation; participates in developing procurement strategies and schedules; maintains compliance with contracting standards and regulations governing public agency contracts; liaises with TCA departments and external parties regarding various contracting matters; and performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional position-specific duties and/or duties that are outside the specific responsibilities that are listed.

- Plans, coordinates, and manages all aspects of the procurement process for assigned contracts; monitors and maintains compliance with TCA policies and procedures, contracting standards, and applicable federal, state and local laws governing the administration of public agency contracts.
- Participates with project teams in developing procurement strategies and schedules; considers needs, potential for competition, estimated price, and timing requirements.
- Drafts, updates, and maintains Invitations for Bid (IFB’s), Requests for Proposals (RFP’s) and accompanying contract documentation; advertises IFB’s and RFQ’s in appropriate publications and on the TCA website; reviews and ensures that bid specifications are clear, biddable, and not unduly restrictive.
- Develops and maintains procurement schedules with input from designated TCA Technical Representative, other Agency staff, and/or consultants; coordinates timetables with Board schedules, procurement needs, and in accordance with Contracts and Procurements Services (CAPS) Policies and Procedures Manual.
- Drafts and prepares contracts and purchase orders for signature based on standard forms; recommends modifications as necessary to fit the scope of work and other applicable circumstances.
- Negotiates and/or participates in the negotiation of assigned contracts; reviews contract cost submittals; executes contracts in accordance with the delegated authority of the CAPS Policies and Procedures Manual.
- Interprets and clarifies contract provisions and advises project managers and/or other applicable parties regarding contract compliance issues.
- Prepares complex contract amendments, revisions, terminations, and close-outs.
- Creates and provides active contract reports to management personnel.
- Reviews and processes contract invoices; monitors and ensures compliance with contract terms.
- Coordinates, reviews, and submits Procurement Summary Reports (PSR’s) for Board reports as required.
- Administers, directs, and participates in the auditing of assigned contracts; prepares and maintains related records and files.
- Participates in developing, coordinating, and maintaining contract and procurement databases.
• Liaises with TCA staff, contractors, and external parties regarding various contracting matters; provides related information and assistance.
• Assists in the communication of contracting procedures and practices.
• Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS

Education and Experience:
Bachelor’s Degree in Business Administration or a closely related field combined with a minimum of three years of experience in contract administration or management; OR an equivalent combination of education and experience. Additional training, education, or certification in contract management is highly desirable.

Required Knowledge of:
• Current principles and practices of contract administration.
• Procurement processes, procedures, and documentation.
• Methods and techniques for conducting procurement research.
• Contract negotiation methods and techniques.
• Administrative practices and work planning and scheduling procedures.
• Federal, state, and local laws governing contract administration.

Skills in:
• Administering contracts and undertaking all aspects of the procurement process.
• Successfully negotiating and ensuring compliance with contract terms.
• Preparing a variety of clear, concise, accurate, and complete procurement documentation.
• Organizing, updating, and maintaining contract records, files, and databases.
• Maintaining compliance with contract standards/regulations and departmental procedures.
• Planning, organizing, and completing assignments in a fast-paced environment with established deadlines.
• Working independently while also effectively collaborating as a team member.
• Establishing and maintaining productive relationships with TCA staff, vendors, contractors, and the public.

Required Licenses and/or Certifications:
• Certification as a Certified Professional Contracts Manager (CPCM) is preferred.