UNIVERSITY OF SOUTHERN CALIFORNIA

Construction Contracts Administrator

Job Code: 181427

Grade: K
OT Eligible: No
Comp Approval: 7/25/2011

JOB SUMMARY:
Develops and implements policies, processes, and procedures that support timely contracting services and achieve best practices standards. Has responsibility for the contracting process within Capital Construction Development from inception to completion working with construction Project Management, Facilities Purchasing, General Counsel and Senior Vice President's Office staff.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

______  ______ Oversees preparation of all construction contracts pursuant to a request for proposal, invitation to bid, or informal solicitation where contractor and/or consultants will be authorized to provide services, supplies and/or equipment to perform work on specific projects.

______  ______ Develops and implements policies, processes, and procedures that support timely contracting services and achieve best practices standards. Implements and maintains best practices in contracting activities. Interprets policies and procedures. Determines strategies for implementing policies, procedures and processes, and improving quality service.

______  ______ Administers construction contract solicitations. Assists in writing scope or work statements, assembling bid documents to meet legal requirements, writing award and acceptance documents. Works with Facilities Purchasing Services on procurement issues and bidding processes. Makes recommendations on procurement matters.

______  ______ Creates and implements structures that enable and enhance tracking, monitoring, due diligence and administration of contracts and processes.

______  ______ Interprets contract provisions to help resolve claims and questions submitted by contractors.

______  ______ Resolves contractual service problems involving research and explanation of options. Identifies possible impacts or outcomes and presents recommendations.

______  ______ Develops and administers program budgets and recommends or makes budgetary and resource allocations. Provides financial status reports as requested.

______  ______ Develops training sessions related to changing practices, procedures, regulations and issuance of construction and professional service contracts. Communicates request for proposal/contracting requirements to internal and external constituents through training sessions and responding to questions.

______  ______ Has responsibility for contract development, tracking, recording and filing of approved documents. Maintains records related to purchasing and contracting transactions in accordance with policies and procedures of Capital Construction Development and the university.
Manages printing and dissemination of request for proposal. Ensures all addenda to bid documents are properly processed and all bidders are informed. Monitors written notification to bidders not selected for contracts. Responds to questions from contractors and/or consultants on status of their bids/proposals. Attends bid walks, as appropriate.

Monitors compliance to contract requirements such as amendments and/or change orders substantial and/or final completion, warranties, and insurance. Ensures all conditions are satisfied before approval of related invoices.

Ensures compliance with all aspects of contract requirements to include bids and project delivery such as design build, lump sum, guarantee maximum price, etc. Ensures compliance with proper procedures for procurement.

Monitors prevailing wage rate information throughout projects to ensure that projects are in compliance with state regulations.

Acts a liaison with university offices such as General Counsel, Senior Vice President Finance and Chief Financial Officer and Facilities Purchasing departments to ensure required approvals for applicable procurements and contracts are obtained. Makes recommendations on procurement matters.

Perform other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 5 years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Degree in business, pre-law, architecture, engineering or related field. Experience contract administration. Demonstrated skill and ability to interpret contractual agreements. Strong analytical skills in resolving contract problems and in managing a variety of diverse contracting issues or processing. Demonstrated exceptional communication skills necessary in coordinating varying and competing interests or complex projects.

**Preferred Experience:**
7 years

**Preferred Field of Expertise:**

- Knowledge and understanding of construction processes such as construction cost estimating and project management.
- Prior construction and/or construction contracting experience in a university setting.

**Skills:**

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Coaching
- Communication -- written and oral skills
- Conflict resolution
- Consulting
- Counseling
- Human resource process and employment knowledge
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Negotiation
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Scheduling
- Teaching/training

**Skills: Machine/Equipment:**

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**

- May oversee student, temporary and/or resource workers.

**SIGNATURES:**

Employee: ___________________________  Date: _____________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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