



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PROFESSIONAL CONTRACTING SERVICES TEAM MANAGER

Group-Section: Business Technology Group – Business Services Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 059 Job #: TM039
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JOB SUMMARY

Responsible for managing and supervising a district-wide professional services solicitation and contracting function.

OVERSIGHT

Oversight Received: Receives direction from the Contracting Services Unit Manager.

Oversight Given: Manages and supervises a staff of professionals, paraprofessionals and administrative support.

JOB DUTIES

1. Reviews and approves Requests for Proposals and Requests for Qualifications and agreements developed by subordinate staff; meets with customers to assess their business needs, directions, and level of satisfaction; and explains the solicitation and the evaluation processes for professional services acquisition and contract administration.
2. Acts as technical expert on difficult and complex solicitations; provides consultation and occasionally participates in the negotiation process for certain high dollar or complex contract negotiations; and addresses proposed inquiries, complaints, and disputes.
3. Provides expertise and advice on contract matters; advises management of options and risks on issues involving professional service contracts; consults and advises staff on contract matters; and reviews draft contracts for consistency with past practice and to identify inappropriate contract risks.
4. Meets with key customers to discuss and proactively plan the schedule for upcoming solicitations.
5. Trains the agreement administrators to ensure compliance with Metropolitan procurement policies and procedures.
6. Conducts periodic evaluations of professional services contracting and makes recommendations to improve cost efficiency and effectiveness; directs reengineering efforts; stays current with changing technology and external business practices and considers their possible use at Metropolitan.
7. Provides input on the development and revision of related Metropolitan policies and procedures.

8. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, and performance assessment; and assesses employees' competencies and develops training plans.
9. Develops the team goals, long and intermediate term strategies, priorities, and all reengineering efforts; develops a business plan that ensures the accomplishment of the team goals; tracks team goals and objectives; analyzes team activities and prepares reports; develops and monitors team budget; evaluates resource needs and prepares staffing and consulting requests; and reviews and approves time, reimbursement requests, and purchases.
10. Writes and directs the preparation of a variety of reports, manages data, and makes presentations to managers, committees, or other interested or involved parties.
11. Develops team methods and procedures; reviews and makes recommendations regarding the development of quality assurance and quality control procedures.
12. Performs other duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Professional service solicitation and contracting practices; public contract codes and California Government Codes related to professional service contracting; public contracting practices and techniques; automated financial and contracting systems; management and supervisory concepts and techniques; budgetary practices, concepts, and procedures; relevant federal, state, and local laws; negotiation techniques; cost and price analysis; project management; contract administration; and trends and emerging technologies of public purchasing and contracting practices.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of team members; facilitate cooperation; mentor, develop, and motivate staff; exercise judgment and discretion; effectively analyze issues and problems; communicate orally and in writing on administrative and technical topics; establish and maintain collaborative working relationships with all levels within the organization, public agencies, contractors, vendors, and the public; use standard business applications and enterprise financial and contracting applications; and effectively manage a organization-wide contracting service.

Job Title: Professional Contracting Services Team Manager

Job Code: TM039

Adopted: 05/04/11

Revised: 02/14/17

Supersedes: 12/12/12

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CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

Knowledge of Oracle financials and purchasing applications.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements