

January 29, 2019

**TITLE:** Contract Administrator (Finance)  
**EMPLOYMENT TYPE:** Exempt/Fulltime  
**DIVISION:** Finance (Contract & Procurement)  
**APPLICATION DEADLINE:** Friday, March 1, 2019  
(Including Supplemental Questionnaire)  
**PAY RANGE:** \$1,729 - \$2,594 per week (\$89,949 to \$134,924 estimated annual)  
**WORK LOCATION:** 1250 San Carlos Avenue, San Carlos, California

**Job Summary:** The Contract Administrator (Finance) reports to the Manager, Procurement, and is responsible for administering contract compliance and budget for the Finance Division for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

**Examples of Essential Functions:**

- Administer contracts and maintain contract records for assigned departments.
- Monitor consultant performance to ensure compliance with contractual requirements.
- Provide research and interpretation on the resolution of contract questions, disputes, and findings.
- Develop scopes of work, independent cost estimates, schedules, and budgets for contracted services.
- Coordinate with internal and external stakeholders on procurements, audits, change orders, amendments, and payments.
- Analyze budgets for contracted services; identify and address budget issues.

**Examples of Duties:**

- Assist stakeholders with preparation of technical scopes of work in preparation for solicitations.
- Issue and track work directives for on-call consultant projects against authorized contract capacity.
- Issue purchase orders for payment of work directives.
- Draft staff reports for Board approval of contract amendments. Create amendments for issuance to consultants.
- Run reports and analyze financial system data related to assigned contract spend. Monitor contract spend against established budget to ensure cost control.
- Review invoices for accuracy and compliance with contract stipulations, and recommend approval or rejection.
- Identify corrective actions for non-compliance with contract terms and conditions.
- Work with other departments to provide support and/or coordination of contracts.
- Liaise with vendors, resolve account issues, and maintain auditable contract records and files for compliance with policy, rules and regulations.
- Participate in internal and external audits.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**Supervision:** Works under the supervision of the Manager, Procurement, who establishes goals and objectives and evaluates performance.

**Minimum Qualifications:** Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in business administration, finance, accounting, public administration, economics, or a closely related field.
- Three years full-time experience in contract administration, procurement, financial research, or analysis.

**Other Requirements:**

- Experience in public agency purchasing is highly desired.
- One or more of the following Professional procurement certifications is desired: Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), Certified Purchasing Manager (CPM), or Certified Professional Supply Management (CPSM).
- Working knowledge of an Enterprise Resource Program (ERP) such as PeopleSoft, SAP, JD Edwards, and Oracle.
- Must be proficient in Microsoft Word and Excel
- Must have effective verbal and written communication skills.

**Selection Process May Include:**

Applications will be screened for completeness and minimum qualifications

**Supplemental questionnaire must be completed with application to be considered for this position**

Written and/or skills assessment examination

Finalists will be interviewed by a screening and selection panel

Background investigation

**Current Employment Benefits at SamTrans:**

Holidays: Seven paid holidays, plus up to five floating holidays per year

Time Off: Paid Time Off: 26 days per year

Cafeteria Plans: Medical, dental, vision care, group life insurance, and more

Transportation: Free bus transportation for employees and qualified dependents

Retirement: Social Security and Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

**How to Apply:**

*Although we encourage applicants to apply online, we are still accepting paper applications.*

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package (**including responses to the supplemental questionnaire**) must be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request.

If you have a need for an accommodation, please call (650)508-6308.

SamTrans is an Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans

**San Mateo County Transit District  
Contract Administrator (Finance)  
Supplemental Questionnaire 2019  
To be completed by: Friday, March 1, 2019**

**GENERAL INFORMATION:** Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Candidates who respond to questions with, “see application” or “see resume” will not have their supplemental questionnaires evaluated and will be eliminated from the selection process. You must complete this supplemental questionnaire, in addition to the SamTrans application.

**DIRECTIONS:** Please answer all of the questions below. Your responses and other application materials will be assessed for content, as well as organization, clarity, and conciseness. It is not necessary to have a background in all of the areas listed in order to be considered for employment in this position. Candidates possessing the best job related qualifications will be invited to continue in the selection process. **In answering the questions below, be sure to indicate your employer, dates of employment with the employer, and your job title for the experience described, as applicable:**

- 1. Describe your specific duties and responsibilities related to contract administration including the types of contracts and amendments you have been responsible for. Provide titles and the dollar value of contracts you administered in the past three years as examples of your experience. Indicate if you prepared Board memos (staff reports) to present to a Board for approval of amendments/change orders. Describe the depth of your experience for specific programs or contract administration areas, such as professional services, IT products and services, public works, human resources, etc.**
- 2. Provide details of at least two examples of your participation in special projects or complex tasks that improved your department’s operational functionality or resolved operational issues, such as adoption of a new process; conducting training to peers or customers; updating or creating a procurement/contract administration manual, SOPs, policies and procedures.**
- 3. Describe your experience in conducting research and analysis and making recommendations with regards to resolving contracting issues. Describe how you provided results of your findings to decision-makers and what actions were taken as a result.**