

## ENCINA WASTEWATER AUTHORITY

**DATE:** June 2022  
**POSITION TITLE:** Contract Administrator  
**DEPARTMENT:** Office of the General Manager  
**REPORTS TO:** Director of Finance  
**FLSA STATUS:** Nonexempt

**POSITION SUMMARY:** Under the general direction of the Assistant of the General Manager, performs timely and accurate accounting and internal financial control duties associated with contract writing, contract administration, contract reporting, bid packages, and related financial reporting. This position provides technical and functional support and assistance to EWA staff, the EWA management team and the Member Agencies on a broad range of issues. At times this position will require independent judgment and decision making.

**SUPERVISORY DIMENSIONS:** None

### **ESSENTIAL JOB DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Practice and promote the Authority's Mission, Vision, and Values.
- Prepares and reviews capital improvement project contracts for completeness, accuracy, approvals, adherence to policies and conformance to the budget. Maintains and updates contract inventory and advises on contracts for services and supply.
- Maintains contract and funding files and related specialized records using Enterprise Resource Planning (ERP) MUNIS software.
- Maintains and updates files; distributes contract documents to parties of interest and upon request; maintains contract logs and related specialized records.
- Coordinates, approves, and administers capital improvement project contracts, change orders, amendments, addendums, extensions, stop notices, releases, and closeout agreements.
- Monitors and records capital improvement program expenses by contract. Communicate significant project level developments and variances to supervisory staff. Performs capital improvement project

(CIP) administration which includes: proposing, writing, and/or setting up CIP contracts, agreements, and/or grants; monitoring contractual timelines; preparing CIP requests for proposals and quotes; participating in and conducting consultant selection activities; ensuring compliance with applicable governmental regulations; monitoring project budgets; tracking project budget performance; preparing related reports; and, performing other related duties.

- Performs accurate review and analysis of contractor CIP invoices to ensure conformance with contract provisions, budget, administrative policies, regulations, and FLSA; reviews and edits documents, and corrects errors; briefs project managers on contract issues and may recommend solutions.
- Provides document contract assistance in the CIP bid process for assigned CIP projects or contracts; assists in bid evaluations, issues notices of award and notices to proceed, and addresses bid protests.
- Works with legal counsel to update all agency public works contracts, standard professional service agreements, technical service agreements and agency wide agreements.
- Ensures contractors are registered with the Department of Industrial Relations (DIR) and ensure new construction projects are entered into the DIR by completing the online Public Works Projects Registration Form (PWC-100).
- Responsible for contract related tasks associated with annual independent audit.
- Assists with grant contract compliance, approvals, adherence to guidelines and reporting.
- Prepares and complies budget performance reports; works with supervisory staff and extension of staff to resolve any budget variances.
- Collects, compiles, and analyzes information for capital improvements projects on a variety of specialized topics, including complex financial, analytical or budget issues.
- Forecasts financial impacts of potential capital projects.
- Provides technical and contract support to the General Manager, Assistant General Manager, EWA Departments and member agency staff.
- Participates in project and policy analysis, which includes: conducting research; identifying and raising pertinent issues; summarizing findings; presenting results; reviewing, writing, and analyzing policies and procedures; administering assigned programs, agreements, and/or projects.
- Participates in the development of EWA's annual budget. Prepares budgets, expenditure and revenue projections, related charts and graphs in conformance with accepted practices within the field of

public administration. Ensure that program expenses are charged correctly, and if not research and provide reasons for discrepancies. Monitor program revenue and expense reports, review for accuracy and completeness.

- Assists with the preparation of recommendations and reports to the EWA Board of Directors, Board subcommittees, and others. May participate in the preparation and delivery of oral presentations to these and other bodies.
- Performs administrative tasks for the organization as directed.
- Performs other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:

- Ability to learn, interpret and apply complex federal, state, organizational and departmental policies, procedures, rules and conventions; understand and follow directions.
- Ability to work with employees and vendors in a tactful and diplomatic manner to establish and maintain cooperative working relationships.
- Excellent oral and written communication skills.
- Ability to make complex arithmetical computations; general understanding of and experience with computer uses in financial management; and, extensive involvement with processing accounts payable, accounts receivable and payroll.
- Ability to use a personal computer for a variety of financial and reporting applications including Microsoft Office Suite and Enterprise Resource Planning Systems.
- Knowledge of the Authority's Biosolids Environmental Management System

**EDUCATION AND EXPERIENCE REQUIREMENT:** Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical background would include: Graduation from an accredited four-year college or university with a Bachelor's degree in accounting or related discipline, and three (3) years of municipal or closely related accounting experience.

**LICENSE REQUIREMENT:** Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes cause for termination.

**CONFIDENTIALITY STATEMENT:** This position requires access to documents and/or records that may be considered confidential. Material of this nature must be handled appropriately to maintain its confidential nature. Failure to maintain the confidential nature of appropriately classified material may result in disciplinary action up to and including termination.

**PHYSICAL AND MENTAL DEMANDS:**

**Physical Demands**

While performing the duties of this position, an employee is regularly required to sit, stand and walk; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

Employee must be able to take actions that will protect his/her own safety and the safety of others in a dynamic, changing and inherently dangerous work environment. Employee must have ability to accurately perceive and avoid potentially hazardous changes in elevation, overhead risks, and automatically starting equipment in the work environment, as well as the ability to detect by smell the presence of hazardous chemicals, compounds and gases.

**Mental Demands**

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

**WORK ENVIRONMENT:** The employee normally works in an office environment typical for a regional wastewater treatment and disposal enterprise. Noise levels are usually low to moderate.

**QUALIFICATIONS:** Possession of a good driving record; ability to be insured by the Authority's insurance carrier; ability to read, write, speak and comprehend English; ability to pass post-offer physical examination that is job-related and consistent with business necessity. Rejected applicants will be made aware of the basis for any disqualification decision. In addition, before a final determination is made, applicants who do not pass the post-offer physical examination will be allowed to submit independent medical opinions for consideration.

**RIGHT TO WORK REQUIREMENT:** Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

**The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.**

**The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.**

**Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation.**