

**March 15, 2024**

**TITLE:** Contract Administrator  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Contracts & Procurement  
**APPLICATION DEADLINE:** **Sunday, April 7, 2024**  
**PAY RANGE:** **\$1,913 - \$2,870 weekly (\$99,511 – \$149,267 estimated annual)**  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Contract Administrator 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 general supervision of the Manager, Procurement who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. 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 (3) years full-time experience in contract administration, procurement, financial research, or analysis.

**PREFERRED QUALIFICATIONS:**

- Proficiency in the use of Microsoft Office Suite.
- Effective oral and written communication skills.
- Experience with an Enterprise Resource Planning system. PeopleSoft experience is desirable.
- Experience in public purchasing is highly desirable.
- 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).

**SELECTION PROCESS MAY INCLUDE:** The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

**CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/jobs>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Work Location:	Select positions are eligible to work remote up to 50% of the time
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"><li>• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</li><li>• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</li></ul>

**HOW TO APPLY:**

- To apply, please visit the <https://www.samtrans.com/jobs>. Complete an online employment application by **11:59 p.m. on Sunday, April 7, 2023**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- 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 contact the Human Resources Department at [recruitment@samtrans.com](mailto:recruitment@samtrans.com).
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.