



CITY OF SANTA CLARA
invites applications for the position of:
Contracts Manager

SALARY: \$69.86 - \$90.40 Hourly
\$12,109.46 - \$15,669.78 Monthly
\$145,313.52 - \$188,037.36 Annually

OPENING DATE: 09/02/22

CLOSING DATE: Continuous

EXAM WEIGHT: Other

TENTATIVE EXAM INFORMATION:

DESCRIPTION:

The Department - Silicon Valley Power (SVP) and Finance

SVP currently provides over 40 percent of Santa Clara's electricity from carbon-free renewable resources. In addition to using green energy from large-scale wind, solar, geothermal and hydroelectric projects outside of the area, SVP employs innovative ways to locally produce electricity by capturing and burning methane gas from a closed city landfill and using power from solar generating systems on city-owned garages and vacant, unusable land. It is the mission of Silicon Valley Power to be a progressive, service-oriented utility, offering reliable, competitively priced services for the benefit of Santa Clara and its customers. Being competitive in the marketplace with a continuous focus on customer service, SVP can provide economic value to the City of Santa Clara and its customers while maintaining low residential rates and offering competitive rates for all customers.

The Purchasing Division resides in the City's Finance Department and maintains a "centralized purchasing system" that is responsible for all purchasing and contracting activity for supplies, materials, and equipment as well as general and professional services. The Division also operates a central warehouse, with over 2,000 inventory items primarily to support the City's utilities departments (Silicon Valley Power and the Water and Sewer Departments). The Division is also responsible for the disposition of surplus property and the City mailroom.

The Position

This is a management position that will report to the Finance Department and is responsible for conducting the most complex, sensitive, and difficult ongoing analytical work related to the City's contracting policies and procedures, Prevailing and Living Wage Policies, and Federal and State labor compliance regulations and standards. An incumbent in this position exercises independent judgment and discretion, provides oversight and insures consistency with contract executed and monitored by City Departments, and develops and implements trainings on City contracting policies and procedures.

The Contracts Manager is responsible for specification writing, determining the most appropriate solicitation process consistent with City Policies and Public sector best practices, developing bid documents, facilitating the vendor selection process, vendor negotiations and execution of the final agreement. The incumbent will work closely with assigned staff in SVP including division managers, engineers, program managers, and other staff. Assignment will include a wide variety of commodities including electrical inventory items, MRO supplies and general services professional/consulting services, and information technology.

This recruitment may be used to fill multiple positions in this, or other divisions or departments. If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the applicants from this recruitment.

As a member of the City's Unclassified Service, this is an "at-will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and values.

TYPICAL DUTIES:

Duties may include, but are not limited to, the following:

Under general direction:

- Facilitates highly complex contract negotiations with outside vendors
- Works closely with client departments to develop bid specifications and requirements
- Assesses acquisition and contract requirements to determine the most appropriate solicitation process, such as Request for Proposals (RFPs), Invitations to Bid (ITB), Requests for Quotations (RFQs), and Requests for Information (RFIs)
- Establishes and oversees contract management practices City-wide purchasing patterns to identify purchasing trends and compliance issues
- Meets with vendors to acquaint them with City procurement policies and procedures as required
- Prepares a variety of written and oral reports, staff memorandums, legislative files, draft ordinances, contract terms and conditions, and contracting policies and procedures
- Ensures that Prevailing Wage laws are followed on all applicable contracts
- Formulated corrective action plan for resolution of labor compliance violations, such as enforcement of contractor compliance with restitution payments, liquidated damages, or recommending debarment when applicable
- Oversees the City-wide contract management system
- Assists department with resolving contract management issues
- May act as Purchasing Division Manager
- Performs other related duties as assigned

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of Santa Clara will not sponsor, represent, or sign documents related to visa applications/transfers for H1B or any other type of visa which requires an employer application.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university in Public Business Administration, Economics, Accounting, Finance, Material or Supply Chain Management or closely related field and
- Three (3) years of increasingly responsible experience facilitating large and complex procurements and negotiating, writing, and managing large and complex contracts.

Desirable Qualifications:

- Designation as a Certified Purchasing Manager (CPM), Certified Professional Public Buyer (CPPB), or Certified Public Purchasing Officer (CPPO)
- Master's degree in a closely related field
- Experience in the public sector

LICENSE

Possession of a valid California Class C driver's license is required at time of application and for the duration of employment

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment

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KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Laws, regulations, policies and procedures related to large scale public sector purchasing, including solicitation of bids/proposals, financing, evaluation of offers, negotiations, and awarding of contract
- Uniformed Commercial Code (UCC) rules and regulations and Contract Law as it relates to the procurement of good and services
- Relevant Federal, State, and local laws and regulations related to contracts, financial policy, and reporting requirements
- State Prevailing Wage laws and policies
- Principles and practices of management analysis and organizational design necessary to formulate policies and procedures
- Principles and practices of various contract solicitation process, including RFPs, ITBs, RFQs and contract administration and monitoring
- Project and workload planning
- Problem solving and conflict resolution practices and techniques
- Oracle/PeopleSoft, and Microsoft Office suite products, including Word, Excel, PowerPoint and Outlook
- Office safety practices, procedures and standards

Ability to:

- Develop and communicate complex contracting policies and procedures
- Analyze problems and negotiate complex contractual terms, investigate sensitive or unusual issues or complaints, and provide guidance and assistance
- Demonstrate a high level of proficiency in various spreadsheet and presentation software programs
- Work independently and under pressure, meet deadlines, adapt to varying circumstances and use sound judgement in the performance of duties
- Draw conclusions and project consequences of decision and recommendations
- Establish and maintain positive and effective relationships with City employees, senior officials and managers, general public, contractors and other governmental representative
- Work as team player and be willing to deliver excellent customer service to both internal and external City clients
- Communicate logically and clearly, both orally and in writing
- Follow oral and written instructions
- Work effectively in time-sensitive situations and meet deadlines
- Coordinate multiple projects and complex tasks simultaneously
- Exercise independent judgment and initiative with minimal supervision
- Seek new solutions and ways of doing business in an improved and more effective way
- Analyze financial and legal information

- Bend, stoop, reach, carry, crawl, climb and lift up to 25 pounds as necessary to perform assigned duties

Additional Information:

You must answer all job-specific questions in order to be considered for this vacancy or your application will be deemed incomplete and withheld from further consideration. Applications must be filled out completely (i.e. do not write "see resume or personnel file.") To receive consideration for the screening process, candidates must submit a **1) Complete City Application, 2) Cover Letter, 3) Resume, and 4) Supplemental Questions**. Incomplete applications will not be accepted. Application packets may be submitted online through the "Apply Now" feature on the job announcement at www.santaclaraca.gov. **This position is open until filled, the first application review will be on September 22, 2022 for consideration to the position. If you are interested in applying you are encouraged to apply as soon as possible, before the position is closed.**

The City of Santa Clara is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. The City of Santa Clara is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at (408) 615-2080 or HumanResources@santaclaraca.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.santaclaraca.gov>

Position #53-22-342U
CONTRACTS MANAGER
JM

1500 Warburton Ave.
Santa Clara, CA 95050
408-615-2080
Fax: 408-985-0667

humanresources@santaclaraca.gov

Equal Opportunity Employer

Contracts Manager Supplemental Questionnaire

- * 1. Please specify how you meet the minimum qualifications for the education requirement:
 - ☐ I possess a Bachelor's degree from an accredited college or university in Public Business Administration, Economics, Accounting, Finance, Material or Supply Chain Management or a closely related field.
 - ☐ I do not possess the minimum qualifications for the education requirement.
- * 2. Please specify how you meet the minimum qualifications for the experience requirement:
 - ☐ I possess at least three (3) years of increasingly responsible experience facilitating large and complex procurements and negotiating, writing, and managing large and complex contracts.
 - ☐ I do not meet the minimum experience requirement.
- * 3. Please specify how you meet the following desirable qualifications and license requirement.
 - ☐ I possess a valid California Class C driver's license.
 - ☐ I am designated as a Certified Purchasing Manager (CPM), Certified Professional Public Buyer (CPPB), or Certified Purchasing Officer (CPPO)
 - ☐ I possess a Master's degree in a closely related field.
 - ☐ I have previous experience in the public sector.
 - ☐ I have previous experience in Utilities
 - ☐ I do not possess any of the above desirable qualifications or license requirement.
- * 4. Are you able to perform all of the essential functions of the job assignment?
 - ☐ Yes

☐ No

- * 5. Please describe your understanding of the role of Contracts Manager for the City of Santa Clara and how your background has prepared you for this role.

- * 6. Describe a large procurement, preferably a product or service for an industrial application such as a power or water treatment facility, where you had to be creative, within the rules of the organization, to meet customer objectives.

- * 7. Please tell us about a situation where you have been required to introduce a new procurement and/or contracting program, process, or procedure into the work environment. What were the biggest challenges and how did you overcome them?

- * Required Question