

CLASS TITLE: CONTRACTS AND SPECIFICATIONS, ASSISTANT ADMINISTRATOR

Class Code: 02777301
Pay Grade: 36A
EO Code: A

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: To assist in the administration, coordination, development, management and implementation of the procurement process for the Department of Transportation's Contracts and Specifications Administration Program; to supervise the qualifying of contractors, the examination and analysis of bids, and the recommendation of contract awards and rejections; to negotiate and prepare agreements with consultants/architects covering numerous modes of transportation disciplines; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for conformance with policy, law, rules and regulations.

SUPERVISION EXERCISED: Assists in planning, organizing, coordinating, supervising and reviewing the work of a staff of professional, technical and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in the administration, coordination, development, management and implementation of the procurement process for the Department of Transportation's Contracts and Specifications Administration Program; to supervise the qualifying of contractors, the examination and analysis of bids, and the recommendation of contract awards and rejections; and to negotiate and prepare agreements with consultants/architects covering numerous modes of transportation disciplines.

To be responsible for carrying out the provisions of RIGL Chapter 37-2, Relating to State Purchases – the prequalification of contractors and construction managers, including: advertising, prequalification of contractors, development of bid packages, solicitation of bids, distribution of packages and agenda, opening bids, collection of bid and performance bonds, conduct pre-bid conferences, analysis and recording of bids, written decisions, resolutions of protests, suspension and debarment of contracts, as delegated.

To assist in assuring all state mandates relative to contracts are addressed in conjunction with the appropriate state entity: Minority Business Enterprise Participation, Equal Employment Opportunity, Drug-Free Workplace and other programs.

To supervise the preparation of contracts and specifications for the construction, reconstruction and maintenance of state highways, bridges and airports.

To supervise the preparation of contracts and specifications for the engineering services as well as any other types of contracts.

To review construction contracts and specifications prepared by consultant engineering firms for use on specific state and federal-aid highway, bridge and airport construction projects to ensure that all items covered are in agreement with the appropriate state and federal requirements.

To review requests by contractors for changes in the contract in accordance with delegated authority.

To prepare quantity computations and cost estimates for contract proposals, when required.

To negotiate with consulting engineers on fees for contracts covering numerous corridor studies, location designs, reports and design projects for state highway, primary and secondary roads; to prepare such consultant agreements and/or contracts.

To assist in ensuring all pertinent documents related to the consultant selection process, from letters of interest to contract execution; to maintain pertinent documents in a central file for each contract in accordance with federal regulations.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the federal requirements associated with the procurement and administration of transportation projects; a thorough knowledge of the principles and methods used in the development and production of contracts and standard specifications utilized in the acquisition of services; thorough knowledge of state procurement regulations; a thorough knowledge of standard analytical, statistical, and research principles, and the ability to apply analytical techniques to interpretation and evaluation of a broad spectrum of data; the ability to plan, supervise, direct, and review the work of a professional, technical, and clerical staff; the ability to analyze and evaluate proposed procurement actions for conformance to policy and procedure; the ability to analyze bid responses for technical merit and responsiveness; the ability to maintain a clear audit trail for all actions; the ability to prepare effective oral and written reports and presentations; the ability to instruct less experienced personnel in procedure and policy; and the ability to establish and maintain effective working relationships with users and vendors; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree in Accounting, Business Administration, Public Administration, Law, or closely related field; and

Experience: Such as may have been gained through: considerable employment in a supervisory capacity involving the performance of complex tasks associated with procurement and contracting activities and involving the training and directing of subordinate procurement and/or contracting/construction services personnel for a governmental agency or private industry in the area of highway engineering and construction contract administration.

Or: any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: May 14, 2017