



# Manager of Contracts Administration

*Recruitment services provided by Ralph Andersen & Associates*



## An Outstanding Opportunity

The Southern California Association of Governments (SCAG) is seeking a skilled and collaborative leader to serve as its next Manager of Contracts Administration. This position will plan, organize, and direct the procurement and contracting operations of SCAG. The Manager will be an experienced professional focused on introducing and supporting best practices in the organization and providing high level technical assistance for bid package preparation, contract negotiations, and purchasing activities.

# MISSION

*To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.*

# VISION

*Southern California's Catalyst for a Brighter Future.*

# CORE VALUES

*Be Open: Be accessible, candid, collaborative and transparent in the work we do.*

*Lead by Example: Commit to integrity and equity in working to meet the diverse needs of all people and communities in our region.*

*Make an Impact: In all endeavors, effect positive and sustained outcomes that make our region thrive.*

*Be Courageous: Have confidence that taking deliberate, bold, and purposeful risks can yield new and valuable benefits.*

## Southern California Association of Governments

Over fifty years ago cities and counties in the six-county Southern California region joined together to form the Southern California Association of Governments (SCAG) for the purpose of fulfilling federal intergovernmental planning mandates, including managing a “continuing, cooperative, and comprehensive” regional transportation planning process. The six-county SCAG region includes Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties as well as 191 cities covering 38,000 square miles. While the geographical boundaries of the region have remained the same, the social and institutional landscapes have changed substantially due to increased population, now spanning more than 19 million people.

Today, the region has grown to include five county transportation commissions, 15 sub-regional councils of governments, many new cities, and several more transit operators. In addition to the six counties, 191 cities in the region are member agencies of SCAG. Current regional planning and policy setting responsibilities of SCAG include the areas of air quality, housing, movement of goods, traffic congestion, transportation, water quality, and solid waste disposal planning, among others.

# Southern California Association of Governments *continued*

Decision-making occurs through SCAG's Regional Council (RC), a government body composed of 86 city, and county elected officials and transportation commissioners. The agency also works in close partnership with its federal and state funding partners, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, California Department of Transportation, and 15 sub-regional Councils of Governments (COGs) that represent SCAG's member cities and counties.

SCAG headquarters are in the hub of busy downtown Los Angeles, at Figueroa and 7th streets in a multi-use hotel and office complex that features state-of-the-art architecture and technology. For ease of commuting, the LA office is located across the street from the Metro Red Line 7th Street Station and is easily accessible by commuter trains and buses serving surrounding areas.

## SCAG REGION AT A GLANCE



**191** cities



**6** counties



**48.3%** of total state population



**15th** largest economy in the world



**38,618** square miles



**19m** people in the region

As a mission-driven organization, SCAG is committed to attracting and retaining talent who embody SCAG's values. SCAG's workforce is passionate and committed to innovation that improves the quality of life for all Southern Californians. When you join SCAG, you can expect a culture where collaboration and teamwork is fostered.

SCAG operates as a hybrid organization because it is recognized that work can be successfully performed in various locations. Designing a work environment and culture where SCAG's mission, effectiveness, and collaboration can be more flexibly served demonstrates our commitment to diversity, equity, inclusion, and belonging (DEIB) by supporting work-life balance for our employees, retaining existing dedicated staff, and increasing access to new talent pools.

As part of the Work@SCAG hybrid approach, employees' eligibility in the three work models (office, hybrid, remote) will depend on the department, position, responsibilities, and duties. All work models require employees to work from a location based within the SCAG region. This position is eligible to work in the hybrid work model, with expectations to be in the office 1-2 days per week.

A current organizational chart can be found [here](#).

# The Position

The Manager of Contracts Administration is responsible for planning, coordinating, and directing SCAG's procurement and contract processes, negotiating contract terms and conditions, and ensuring organizational compliance with applicable grant funds, federal regulations, and agency and state requirements including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), the California Public Contract Code, and the Caltrans Local Assistance Procedures Manual and SCAG's [\*Procurement Policy and Procedures Manual\*](#). The Manager, reporting directly to the Chief Financial Officer, oversees the activities and operations of the Contract Administration Department, which includes managing a team of 10 full-time employees.

## Key responsibilities of the position include:

- ◆ Overseeing contract compliance and purchasing programs, administrative support functions, and specialized department programs.
- ◆ Working with project managers to understand business needs, developing scopes of work and specifications, negotiating contracts, and monitoring/enforcing contractual performance.
- ◆ Providing ongoing technical support, guidance, and training for departments.
- ◆ Performing contract award, negotiation, execution, and administration; conducting cost/price analysis, drafting contract amendments, and overseeing contract administration, including updating and ensuring completeness of files and contract close-out activities.
- ◆ Leading special projects including research of new contract programs and services, budget analysis and preparation, and feasibility analyses by analyzing data and making recommendations.
- ◆ Managing and participating in the development and administration of the department and division's annual budget and forecasting additional funds needed for staffing, consultants, and other resources.
- ◆ Planning, directing, coordinating, and reviewing the work plan for the department including monitoring workflows, work products, and staffing.
- ◆ Collaborating and advising SCAG executive management in the development and coordination of new programs, policies, and workforce strategies.
- ◆ Participating on a variety of committees and task forces, attending and participating in professional group meetings, and staying abreast of new trends and innovations in the field.
- ◆ Continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; identifying opportunities for improvement, reviewing recommendations with the Chief Financial Officer, and directing the implementation of improvements.
- ◆ Communicating directly with Federal and State administrators, contractors, subregions, and other vendors to discuss and resolve problems that affect SCAG.

## Challenges and Opportunities

- ✓ Provide leadership and support to the Contracts Administration Department staff, assess workload and identify opportunities to streamline and enhance the department's overall efficiency.
- ✓ Review contract and purchasing policies and procedures to ensure compliance and an effective and efficient procurement process.
- ✓ Establish Key Performance Indicators (KPI) to evaluate and measure the success of the contract management and purchasing programs.
- ✓ Identify opportunities to employ new technology and automate processes to gain efficiencies, and drive performance improvement and innovation.
- ✓ Evaluate potential risks to ensure full compliance with all regulations and applicable standards; provide recommendations for improved control and/or operational procedures.

## The Successful Candidate

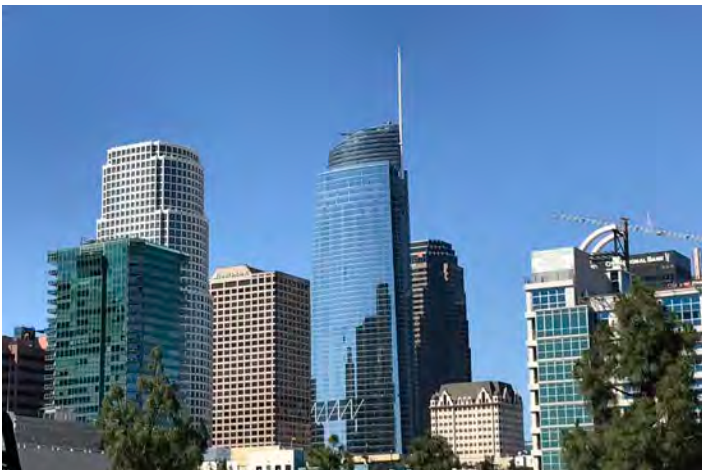
The Manager of Contracts Administration will be a self-starter with excellent organizational and problem-solving skills. The successful candidate is an experienced procurement manager who's collaborative, highly organized, and adept at juggling heavy workloads and multiple high priorities. The Manager will play a key role in establishing and executing procurement-related strategies, policies, and procedures.

The successful candidate for the position will ensure that SCAG's procurement process complies with all applicable federal, state and agency legal requirements, is based on sound business practices, and conducted in a manner that ethically serves the best interest of SCAG and the public, all while ensuring fair, equitable, and open competition.

The top candidate will embrace a growth mindset and will be a change agent who drives transformation to gain efficiencies and improve services. This individual will work thoughtfully, will possess strong analytical skills as well as exceptional interpersonal and communication skills, and will work well both independently and as part of a team.

### Personal traits and characteristics:

- ◆ Ability to identify opportunities for improvement and implement procedures to streamline processes.
- ◆ Able to effectively delegate, distribute and monitor workloads and performance.
- ◆ Demonstrated ability to establish and maintain trusting and collaborative working relationships with management and staff.
- ◆ Effective communicator with the ability to translate technical information to all levels of staff and stakeholders both in written form and verbally.
- ◆ Confident and engaging with outstanding communication, interpersonal, and leadership skills with a passion for seeking out and implementing best practices.



## Qualifying Experience and Education

Any combination of training, education, and experience that would provide the required skills, knowledge, and abilities is qualifying.

A typical way to obtain the required qualifications would be with seven years' experience in procurement, purchasing, and/or contract administration/program management including four years of direct supervisory experience, and a bachelor's degree in a relevant field. Working knowledge of federal and state procurement regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), the California Public Contract Code, and the Caltrans Local Assistance Procedures Manual is a plus.



## Compensation

The annual salary range for the Manager of Contracts Administration position is \$149,423 to \$215,169 and will be based on qualifications and experience. SCAG offers a competitive benefits program, which includes:

- ◆ **Retirement:** All new hires become members of the California Public Employees' Retirement System (CalPERS). New CalPERS members will be enrolled in the defined benefit formula of 2% @ 62 in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA). Classic members will be enrolled in the defined benefit formula of 2% @ 55 years. SCAG pays the employee's 7% contribution for Classic CalPERS members. Employees do not pay into Social Security.
- ◆ **Deferred Compensation Plan:** Empower 457 Deferred Compensation Plan is available, and SCAG provides a 50% match of the employee's biweekly contribution up to \$3,500 per year.
- ◆ **Health Insurance Coverage:** Employees may choose from nine HMO and two PPO CalPERS health plans. SCAG contributes the following amounts towards the monthly health premium: \$850 for employee only coverage; \$1500 for employee plus one dependent; \$1800 for employee plus family.
- ◆ **Dental and Vision:** SCAG has two dental plans (Delta Dental PPO and DHMO) and a vision plan (VSP). SCAG pays 100% of the cost for dental and vision for all employees and their dependents.
- ◆ **Life and AD&D:** Life insurance in the amount of \$150,000 is provided by SCAG.
- ◆ **Disability Insurance:** Short-term and long-term disability insurance plans are provided by SCAG.
- ◆ **Holidays:** A total of 14.5 paid holidays – 9 designated and 5.5 (44 hours) floating are provided per fiscal year. New employees receive 11 personal floating holiday hours per full quarter worked.
- ◆ **Vacation:** Starting at 160 hours of vacation per year.
- ◆ **Sick Leave:** Employees accrue sick leave at the rate of 1 day (8 hours) per month (or 96 hours per year). Up to half (48 hours per year) may be used for Family Sick.
- ◆ **Parental Pay:** 12 weeks paid leave following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. Employees become eligible for this benefit after 12 months of employment at SCAG.
- ◆ **Bereavement Leave:** Up to 10 days for immediate family; up to 5 days for extended family.
- ◆ **Employee Assistance Plan:** SCAG offers an Employee Assistance Plan through Health Advocate.
- ◆ **Flexible Spending Account (FSA):** A tax-exempt savings plan is offered to pay eligible expenses associated with parking expenses, health, and dependent care.
- ◆ **Professional Memberships:** SCAG encourages professional development. SCAG reimburses employees up to \$300 per fiscal year towards professional membership dues that are either directly related to the employee's current SCAG position or career growth.
- ◆ **Tuition Reimbursement:** All regular and at-will employees are eligible to participate in the tuition reimbursement program after 1 year of employment. SCAG's current maximum for reimbursement is \$5,500 per calendar year.
- ◆ **Flexible Time/Modified Workweek:** Employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours. SCAG has developed a hybrid workforce program called Work@SCAG to provide three work model options (office, hybrid, and remote) to choose from, based on their position, within the SCAG Region.

## To Apply

Interested candidates should apply by **November 13, 2023**, by submitting a comprehensive résumé and a compelling cover letter to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Ralph Andersen & Associates will conduct preliminary interviews as resumes are received and screened. Candidates who pass the initial screening will be invited for a panel interview (using video technology) which is anticipated to take place in early-December with in-person finalist interviews to immediately follow. A selection is expected shortly thereafter following background and reference checks. Professional references will not be contacted until mutual interest has been established and will be conducted in close coordination with the selected candidate.

Confidential inquiries should be directed to Ms. Heather Renschler or Ms. Serena Wright-Black, Ralph Andersen & Associates, at (916) 630-4900 or request an appointment to discuss further by contacting [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com).



[scag.ca.gov](http://scag.ca.gov)





## ***Equal Employment Opportunity***

*Southern California Association of Governments is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, ancestry, physical disability, mental disability, mental condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other basis protected by law. We strive to embrace and actively support an inclusive and diverse work environment where the personal dignity of each person is recognized, valued, and celebrated. To achieve this objective, we must hire, retain, and inspire the right people to do the right work. Each member of the workforce is charged with contributing diversity of thought through intersectional identities and experiences.*

## **Recruitment Timeline**

November 13, 2023 – Recruitment Closes

Week of November 27, 2023 – Initial Review of Resumes with SCAG

Mid-December 2023 – Panel Video Interviews

Early January 2024 – Finalist in-person interviews

February 2024 (or per mutual agreement) – Anticipated Start Date for new Manager of Contracts Administration

# Member Agencies

## Member Cities

- Adelanto
- Agoura Hills
- Alhambra
- Alisa Viejo
- Anaheim
- Apple Valley
- Arcadia
- Artesia
- Avalon
- Azusa
- Baldwin Park
- Banning
- Barstow
- Beaumont
- Bell
- Bellflower
- Bell Gardens
- Beverly Hills
- Big Bear Lake
- Blythe
- Bradbury
- Brawley
- Brea
- Buena Park
- Burbank
- Calabasas
- Calexico
- Calimesa
- Calipatria
- Camarillo
- Canyon Lake
- Carson
- Cathedral City
- Cerritos
- Chino
- Chino Hills
- Claremont
- Coachella
- Colton
- Commerce
- Compton
- Corona
- Costa Mesa
- Covina
- Cudahy
- Culver City
- Cypress
- Dana Point
- Desert Hot Springs
- Diamond Bar
- Downey
- Duarte
- Eastvale
- El Centro
- El Monte
- El Segundo
- Fillmore
- Fontana
- Fountain Valley
- Fullerton
- Garden Grove
- Gardena
- Glendale
- Glendora
- Grand Terrace
- Hawaiian Gardens
- Hawthorne
- Hemet
- Hermosa Beach
- Hesperia
- Hidden Hills
- Highland
- Holtville
- Huntington Beach
- Huntington Park
- Imperial
- Indian Wells
- Indio
- Industry
- Inglewood
- Irvine
- Irwindale
- Jurupa Valley
- La Canada Flintridge
- La Habra
- La Habra Heights
- La Mirada
- La Palma
- La Puente
- La Quinta
- La Verne
- Laguna Beach
- Laguna Hills
- Laguna Niguel
- Laguna Woods
- Lake Elsinore
- Lake Forest
- Lakewood
- Lancaster
- Lawndale
- Loma Linda
- Lomita
- Long Beach
- Los Alamitos
- Los Angeles
- Lynwood
- Malibu
- Manhattan Beach
- Maywood
- Menifee
- Mission Viejo
- Monrovia
- Montclair
- Montebello
- Monterey Park
- Moorpark
- Moreno Valley
- Murrieta
- Needles
- Newport Beach
- Norco
- Norwalk
- Ojai
- Ontario
- Orange
- Oxnard
- Palm Desert
- Palm Springs
- Palmdale
- Palos Verdes Estates
- Paramount
- Pasadena
- Perris
- Pico Rivera
- Placentia
- Pomona
- Port Hueneme
- Rancho Cucamonga
- Rancho Mirage
- Rancho Palos Verdes
- Rancho Santa Margarita
- Redlands
- Redondo Beach
- Rialto
- Riverside
- Rolling Hills
- Rolling Hills Estates
- Rosemead
- San Bernardino
- San Buenaventura
- San Clemente
- San Dimas
- San Fernando
- San Gabriel
- San Jacinto
- San Juan Capistrano
- San Marino
- Santa Ana
- Santa Clarita
- Santa Fe Springs
- Santa Monica
- Santa Paula
- Seal Beach
- Sierra Madre

- Signal Hill
- Simi Valley
- South El Monte
- South Gate
- South Pasadena
- Stanton
- Temecula
- Temple City
- Thousand Oaks
- Torrance
- Tustin
- Twentynine Palms
- Upland
- Vernon
- Victorville
- Villa Park
- Walnut
- West Covina
- West Hollywood
- Westlake Village
- Westminster
- Westmoreland
- Wildomar
- Whittier
- Yorba Linda
- Yucca Valley
- Yucaipa

## Member Counties

- Imperial County
- Los Angeles County
- Orange County
- Riverside County
- San Bernardino County
- Ventura County

## Tribes

- Agua Caliente Band of Cahuilla Indians
- Augustin Band of Cahuilla Indians
- Cabazon Band of Mission Indians
- Cahuilla Band of Mission Indians
- Chemehuevi Indian Tribe
- Colorado River Reservation
- Fort Mojave Indian Tribe
- Fort Yuma (Quechan Tribe)

## Reservation

- Morongo-Mission Indians
- Pechanga Band of Luiseno Indians
- Ramona Band of Mission Indians
- San Manuel Band of Mission Indians
- Santa Rosa Band of Cahuilla Indians
- Soboba Band of Luiseno Indians
- Torres Martinez Band of Cahuilla Indians
- Twenty-Nine Palms Band of Mission Indians

## Commission Special Districts

- San Bernardino County Transportation Authority
- Riverside County Transportation Commission
- Ventura County Transportation Commission
- Imperial County Transportation Commission
- Orange County Transportation Authority
- SCAQMD
- Transportation Corridor Agency

## Sub-Regional Organization Members

- Arroyo Verdugo Communities Joint Powers Authority
- City of Los Angeles
- Coachella Valley Association of Governments (CVAG)
- Gateway Cities Council of Governments (GCCOG)
- Imperial County Transportation Commission (ICTC)
- Las Virgenes Malibu Council of Governments
- North Los Angeles County
- Orange County Council of Governments (OCCOG)
- San Bernardino Council of Governments (SBCOG)/ San Fernando Valley Council of Governments (SFVCOG)
- San Gabriel Valley Council of Governments (SGVCOG)
- South Bay Cities Council of Governments (SBCCOG)
- Ventura Council of Governments (VCOG)
- Western Riverside Council of Governments (WRCOG)
- Westside Cities Council of Governments (WCCOG)