San Francisco Bay Conservation and Development Commission
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State of California | Gavin Newsom – Governor | info@bcdc.ca.gov | www.bcdc.ca.gov

DUTY STATEMENT

NAME: TBD

CLASSIFICATION: SUPERVISOR I

WORKING TITLE: CONTRACTS, GRANTS, AND PROCUREMENT SUPERVISOR

UNIT/DIVISION: ADMINISTRATIVE AND TECHNOLOGY SERVICES

SUPERVISOR: FINANCIAL SERVICES MANAGER (SUPERVISOR II)

FLSA: EXEMPT

CBID: SO1

TENURE/TIME-BASED: FULL TIME, PERMANENT

POSITION SUMMARY

Under general direction of the Financial Services Manager (Supervisor II), the Contracts Supervisor provides full supervisory oversight over BCDC's contract administration, procurement operations, and grant invoicing functions. This position works closely with the Financial Services Manager to provide accurate and timely updates for BCDC's budget. The position emphasizes strategic awareness, forward-looking planning, collaboration, and maintaining a transparent approach to contract and fiscal communication.

This position is a "working Supervisor" position given BCDC's small size. The contracts supervisor will be responsible for drafting all contracts with the collaboration of BCDC project managers and BCDC's legal team, for developing and maintaining internal control processes, providing regular reporting to the Financial Services Manager on existing contract and grant status, providing expert guidance to BCDC program and legal staff, leading agency-wide training on contracting and procurement procedures, and supporting the Financial Services Manager with fiscal planning and reporting. The role emphasizes strategic planning, forward-looking oversight, regulatory compliance, and strong collaboration across BCDC divisions.

ESSENTIAL FUNCTIONS:

Under the general direction of, and coordination with the Financial Services Manager, Contracts Supervisor is responsible for:

35% Contracts and Procurement - All payable contracts administration including but not limited to procurement, drafting contract language, auditing invoices, financial reporting, and closeout audits of all BCDC contracts. Supports BCDC staff with training and education in the contracting process that includes identifying appropriate method of procurement, ensuring

compliance with competitive and non-competitive procurement regulations, developing scopes of work with BCDC project and legal staff, rate-sheets, scheduling, responses, amendments, identifying the differences in procurement of IT and Non-IT contracts, monitoring, auditing invoices, status updates and timely reporting. Maintain current training and certification as required by DGS. Responsible for the distribution of contracts/amendments to DGS, DFEH, and SCO and entering contracts into FI$Cal.

25% Grants Management – Timely, accurate invoicing of grant agreements. Invoicing shall be made monthly or quarterly depending on the terms of the award. Accurate verification of time sheets of employees who charge time to grant awards, ensuring labor rates are current and follow terms of the awards, and tracking spending projections to ensure expenditures and deliverables adhere to grant timelines. Positive working relationships with grantors establishing a successful collaborative relationship.

20% Administrative Duties - Recruits, trains, and evaluates the work performance of direct reporting staff to ensure services are performed efficiently and effectively. Monitors employee attendance and approves employee leave requests; initiates and conducts employee selection interviews and hires; monitors and assesses the training and development needs of reporting staff.

15% Internal Controls - Purchasing authority accreditation, auditing and development of contracting processes, ensuring compliance with the contracting regulations in the State Contracts Manual, and collaboration with Small Business and Disabled Veteran Business Enterprise advocate on meeting annual goals. Subject matter expert for BCDC answering internal, external questions, and audit findings. Other special projects as required.

5% **MARGINAL FUNCTIONS**

Other duties assigned including but are not limited to providing backup procurement support for Business Services Analyst's procurement duties, assists legal staff in researching contracts-related regulations, providing clear and succinct guidance to management and executive staff on contracts, procurement, and grants management, and maintaining clear records of all contracts and grant related documents. Identifies unclear processes, takes initiative to highlight procedures and processes that need improvement and propose solutions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Formal and informal aspects of Department of General Services (DGS) rules, policies and regulations for contracts.
- Strong Knowledge of State Administration Manual (SAM) related to contracts.
- Principles, practices, and trends of public and business administration, particularly as they relate to fiscal services within State government, including budgets, contracts, reimbursements, and related administrative areas.

- Principles and practices of training; reporting and tracking reimbursements.
- Excel, Word, Outlook, TEAMs, Zoom, FI$Cal system for maintenance of contracts.

Ability to:

- Supervise, train, and develop staff; establish priorities; and manage workloads.
- Collaborate, plan ahead, keep managers, senior managers, and legal staff up to date.
- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems.
- Develop and evaluate alternatives.
- Analyze data and present ideas and information effectively both orally and in writing.
- Consult with peers, co-workers, or other interested parties on a wide variety of subject-matter areas.
- Gain and maintain the confidence and cooperation of those contacted during the course of work.
- Review and edit written reports assuring accuracy of information provided.
- Establish and maintain project timelines and priorities.
- Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
- All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.
- Maintain positive working relationships with internal and external staff and customers.
- Communicate successfully providing accurate and timely information.

DESIRED QUALIFICATIONS

- Works well with non-financial staff such as managers, senior managers, and legal staff.
- Well-developed understanding of the State's fiscal processes, including budgets, contracts, and reimbursement functions.
- Well-developed analytical and communication skills.
- Well-developed skills in Excel spreadsheets, PowerPoint and presentation of complex information in non-technical terms.
- Ability to establish effective working relationships at all levels within the Commission.
- Ability to work independently, cooperatively, and effectively with various state control agencies such as DGS, SCO, and in a team environment.
- Ability to work under pressure and successfully handle multiple competing priorities.
- Coordinate and maintain agency compliance with Internal Control and Audit policies.
- Knowledge of information technology issues as they apply to fiscally related activities of the Commission.
- Experience with FI$CAL for contracts, purchase and service orders.

WORKING CONDITIONS

- Work in a stationary position (such as sitting or standing) for long periods of time using a keyboard and monitor.
- Interact by phone, virtual (i.e., TEAMS), email, and in person with other state agencies/department units.
- Must use sound judgment under stress, effectively communicate information and consult with staff at all levels within and outside the department to complete work assignments.
- Must be able to complete assigned work accurately and on time, establish cooperative working relationships with staff at all levels within and outside the department and provide recommendations and/or feedback to all levels of staff both within and outside State civil service.
- Required to maintain a valid Defensive Drivers training card if operation of a state vehicle is needed to perform work. Occasion assignments may require extended travel and overnight activity.
- Work in a multi-story office building in downtown San Francisco, Monday through Friday 0800-1700 (normal working hours). Flexible hours and telework may be considered in compliance with BCDC Telework Policy.

I have read and understand the duties and essential functions of the position and perform these duties with or without reasonable accommodation.

NAME DATE	NAME DATE
Contracts Supervisor	Finance Services Manager