



JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.caltrain.com/about-caltrain/jobs>

Employment Hotline 650-508-6308

August 5, 2022

TITLE: Contract Administrator
EMPLOYMENT TYPE: Exempt (Full-time)
DIVISION: Caltrain (Contracts & Budget)
PAY RANGE: \$1,914 - \$2,871 per week (\$99,511 – \$149,267 estimated annual)
APPLICATION DEADLINE: Friday, September 2, 2022
WORK LOCATION: San Carlos, CA

GENERAL: The Contract Administrator (Rail Contracts & Budget) reports to the Manager, Rail Contracts and Budget, and is responsible for administering budget and contract compliance for contracts for the Peninsula Corridor Joint Powers Board (Caltrain).

Examples of Essential Functions:

- Administer on-call general engineering contracts (GECs) to ensure compliance with contractual requirements.
- Review scopes of work, independent cost estimates, schedules, and budgets for contracted services.
- Analyze contracted services budgets, and address budget issues that may affect contracted project delivery.
- Provide research and interpretation on the resolution of contract questions, disputes, and findings.
- Coordinate with internal and external stakeholders on procurements, audits, change orders, amendments, and payments.
- Manage work directive processes, issuance, and status.

Examples of Duties:

- Assist in the development and administration of Caltrain's Rail Development contracts.
- Manage the submission of work directives for on-call consultant projects.
- Manage contract and work directive amendments, including necessary staff reports for legal and Board approval.
- Manage consultant rate reviews.
- Assist with resolution of contract claim settlements and audit findings.
- Review invoices for accuracy according to contract stipulations, such as services performed, dates performed, and amounts charged.
- Work with other departments to provide support and/or coordination of contracts.
- Perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures to reduce or eliminate accidents.
- Perform other duties as assigned.

Supervision: Works under the supervision of the Manager, Rail Contracts and Budgets who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Business or a related field.
- Three years' experience in contract administration, budget planning, and analysis.

Preferred Qualifications:

- Knowledge and experience in construction contract administration.
- 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.

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.

BENEFITS:

For further benefit details please go to: <https://www.caltrain.com/about-caltrain/jobs>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Time Off:	Paid Time Off: 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free transportation on Caltrain for employees and free bus transportation to employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">○ Classic Members – 2% @ 60 benefit formula, 3-year average of highest compensation○ New Members – 2% @ 62 benefit formula, 3-year average of highest compensation

HOW TO APPLY:

- To apply, please visit the <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application. **Online applications are accepted until 11:59 p.m., Friday, September 2, 2022.** A resume will not be accepted in lieu of the application. Incomplete application 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 (650) 508-6308 or email written request to hr@samtrans.com.
- Caltrain 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.