

Job Description(s) for President's Cabinet Review

Job Description	
Title:	Manager, Contracts
Unit:	Management
Range:	M-9
Synopsis:	New
Rationale:	In recent years, the College has relied on temporary or limited-term staffing arrangements to perform advanced contract management functions. While this approach has supported immediate operational needs, the scope, volume, and institutional risk associated with contracts now require a permanent, centralized management role with clear authority and accountability. Establishing a permanent Manager, Contracts position ensures operational continuity and avoids recurring disruption associated with time-limited assignments. This position formalizes and institutionalizes this function as a core operational role within Administrative Services.
Incumbent:	To be recruited
Approved?	

Martha Stone
President's Signature

January 3, 2026

Date

Comments:

MANAGER, CONTRACTS
FLSA EXEMPT – M-9
\$9,966.00 - \$11,553.00/month

DEFINITION

Under administrative direction, the Manager, Contracts plans, coordinates, and manages College-wide contract development, negotiation, execution, and administration for Mt. San Antonio College. The position provides advanced professional expertise in public-sector contracting and serves as the College's central resource for contract compliance, risk mitigation, and adherence to applicable federal, state, and local laws. The incumbent performs highly complex work involving construction contracts, professional services agreements, memoranda of understanding, instructional and clinical agreements, and other specialized contracts. The position exercises independent judgment and discretion and works collaboratively with college leadership, legal counsel, Purchasing, Facilities Planning, Risk Management, and program administrators to ensure contracts support institutional priorities while protecting the College's legal and financial interests.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned managerial personnel. exercises general direction and supervision over assigned professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This position is within the classified administrator classification and oversees the full contract lifecycle in a complex public higher education environment. The position requires in-depth knowledge of contract law, public procurement practices, and regulatory compliance, as well as the ability to interpret and apply the California Education Code, Public Contract Code, Government Code, and related statutes. This class provides assistance to management in a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, coordinates, and manages the negotiation, preparation, execution, and administration of a wide variety of College contracts, including construction, professional services, instructional services, real estate, and interagency agreements.
2. Reviews and drafts contract terms and conditions to ensure compliance with applicable laws, Board Policies, and Administrative Procedures.

3. Advises campus departments on appropriate contracting methods, requirements, and timelines; serves as a central point of contact for contract-related inquiries across the College.
4. Supports and coordinates with departments across campus, architects, engineers, project managers, financial advisors, bond counsel, and auditors.
5. Investigates and resolves discrepancies, complaints, and disputes by negotiating settlement agreements or by canceling or terminating contracts; assists in resolving claims and performance issues.
6. Coordinates contract review with legal counsel and Risk Management to address liability, insurance, indemnification, and dispute resolution provisions; ensures all contracts comply with federal, state, and local regulations, including the California Education Code and Public Contract Code.
7. Collaborates closely with Purchasing, Facilities Planning and Management, and project managers on contract development for capital construction and facilities-related projects.
8. Develops and prepares bids, reviews bid specifications, participates in bid openings, analyzes and evaluates bids received, and makes recommendations regarding awards and contracts.
9. Provides contract-related analysis and recommendations to executive leadership; prepares and reviews Board agenda items, agreements, and supporting documentation related to contracts.
10. Develops and delivers training and guidance for campus staff on contract processes, compliance requirements, and best practices.
11. Contributes to the development and maintenance of standardized contract templates, procedures, and workflow improvements.
12. Utilizes and supports electronic contract management and Enterprise Resource Planning (ERP) systems; maintains official contract records and ensures accurate tracking and retention.
13. Assists with the selection, training, motivation, and direction of department-assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
14. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
15. Serves as a liaison for managers, external consultants, vendors, contractors, and College staff.
16. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
17. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
18. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.

19. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees mandated trainings, and DEISAA related trainings as required.
20. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
21. Performs other related duties as assigned consistent with the scope of the position.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
3. Principles and practices of public-sector contracting, and procurement, insurance requirements, and risk management.
4. Contract law and applicable sections of the California Education Code, Public Contract Code, and Government Code.
5. Construction and professional services contracting practices.
6. Business and public administration principles.
7. Electronic contract management and ERP systems.
8. Principles and practices of contract negotiations and dispute resolution.
9. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
10. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
11. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
12. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.

4. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
5. Establish and maintain a variety of filing, record-keeping, and tracking systems.
6. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
7. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
8. Communicate effectively through various modalities.
9. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
10. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
11. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to a bachelor's degree from a regionally or nationally accredited college or university; and
2. Three (3) full-time equivalent years of progressively responsible professional experience in contract administration, procurement, public administration, or a related field, including one (1) year of coordination and/or leadership experience.

Desirable Qualifications:

1. Equivalent to a bachelor's degree in accounting, finance, business administration, public administration, construction management, law, or a related field.
2. Experience in a public-sector or higher education environment.
3. Experience with construction and capital project contracts.
4. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
5. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification, although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.