Los Angeles Unified School District - Job Opportunity

<table>
<thead>
<tr>
<th><strong>Job Posting Title</strong></th>
<th>Director of Contracts Administration (Facilities) (Business Administrative)</th>
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<tbody>
<tr>
<td><strong>Reference code</strong></td>
<td>JP21-200-XA2</td>
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<tr>
<td><strong>Minimum Salary</strong></td>
<td>$ 139,500.00 Annual</td>
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<tr>
<td><strong>Maximum Salary</strong></td>
<td>$ 173,700.00 Annual</td>
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<tr>
<td><strong>Application Open Date</strong></td>
<td>09/13/2022</td>
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<tr>
<td><strong>Application Close</strong></td>
<td>11/30/2022</td>
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**Information about LAUSD**

We are LAUSD. We are at the forefront of innovation in public schools, with the serious work of tailoring the learning environment to better serve our community. Here, you will have the opportunity to exercise your potential in the business of education. We are technical professionals, skilled workers, support staff, executives, and community champions. We do our jobs with a sense of integrity, accountability, and pride in shaping the future. Our contributions here impact our number one customers - the 600,000 plus K-12 students of LAUSD. Build your rewarding career here by joining nearly 30,000 employees, and achieve new levels of success in your career.

New employees hired on or after October 1, 2021 must be fully Covid-19 vaccinated and must provide verification of their vaccination status as part of the hiring and onboarding process prior to an official offer of employment to any District site.

**Department or School Site**

The Facilities Contracts Branch has the strategic responsibility for the District's facility contract function, which includes procurement, public works contracts, professional services contracts, architectural and engineering contracts, and project management agreements. Please visit Facilities Contract's website at [http://www.laschools.org/new-site/contracts/](http://www.laschools.org/new-site/contracts/)

**Benefits**

Insurance: District paid premiums for your choice of several medical, dental, and vision for you and your dependents; and life insurance plans.

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Retirement: Membership in the California Public Employee Retirement System (CalPERS).
Vacation: 24 days each year.
Paid Holidays: 12 days.

Job Duties/Responsibilities

A Director of Contracts Administration (Facilities) oversees the staff responsible for the day-to-day management of professional services contracts. Duties assigned include directing and overseeing the development and implementation of procurement policy for all District construction contracts and agreements; implementing innovative changes in procurement strategies; overseeing and directing legal aspects of contracting strategy to enhance efficiency and minimize procurement related litigation; planning, organizing, directing and coordinating strategic implementation planning and acquisition efforts for facilities contracts administration, and professional services contracts associated with existing facilities modernization and new construction; and developing and recommending policies and procedures for contracting for shared risk management between the District and performing contractors.

Minimum Requirements

Education:
Graduation with a bachelor’s degree from a recognized college or university preferably with a major in architecture, engineering, construction management, business or public administration or related field. An advanced degree in Business Administration or Public Administration is preferred. Courses in accounting, finance, personnel management and business law are preferable.

Experience:
Four years of management experience with government contracting processes, including at least two years of experience managing personnel responsible for the development and administration of large construction contracts or professional services contracts in a program greater than $200 million.

Special:
Any one of the following is preferable:
A valid Certified Federal Contracts Manager (CFCM), or;
A valid Certified Professional Contracts Manager (CPCM) credential by the National Contract Management Association (NCMA) AND
A valid California Driver License and the availability of private transportation or the ability to utilize an alternative method of transportation.

Desirable Qualifications

The ideal candidate will have a strong background in procurement, public works contracts, professional services contracts, post-award activities,

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architectural and engineering contracts, and project management agreements. We are seeking an experienced leader with strong knowledge in finding alternate solutions to various issues with sponsors, overseeing staff responsible for the day-to-day management of facilities contracts, and providing staff with opportunities for further development. Furthermore, he or she will have extensive knowledge of contracting principles, methodology, and practices; principles of supervision and project management; and ability to interpret laws, regulations, and policies that affect acquisition, planning, construction, and professional services contracting.

**Employment Selection Process**

Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder.

We anticipate receiving a number of well qualified applicants for this position; therefore, there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request we will be adhering to a pre-planned employment assessment schedule.

**Application Process**

**DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?**

Please visit www.lausdjobs.org and click on "help desk service request form" located to the left of the Quick Links.

To find out whether the application deadline has been extended, visit the website at: [http://www.lausdjobs.org](http://www.lausdjobs.org).

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

**Additional Posting Information**

This is a Senior Management recruitment. Hiring department may make job offers to anyone on the eligibility list.

Please submit your application as soon as possible as recruitment may close without notice. For questions and concerns regarding this recruitment, please contact Marcella Huerta-Ortiz at m.huertaortiz@lausd.net.