

Senior Administrative Analysts – Contract Administration Bureau (CAB)

Job Description

Senior Administrative Analysts (1823) for the San Francisco Public Utilities Commission (SFPUC) Contract Administration Bureau (CAB) assist in administering the solicitation and contracting process for professional service and construction contracts, manages administrative duties for a team of approximately 5-7 or 6-10 people, and complete various special projects involving data analysis and reporting.

This position is actively engaged in all stages of the professional service and/or construction bid and contract certification processes, which will involve:

- Managing/coordinating communications regarding Requests for Proposals (RFPs) and solicitation events (pre-submittal conferences, evaluation panel orientations, etc.) and sole source contracts
- Reviewing RFP and proposal documents
- Working with City vendors to ensure compliance with the City's vendor requirements
- Communicating and coordinating with various City agency staff (City Attorney's Office, Office of Contract Administration, City Vendor Support, Contract Monitoring Division, etc.) to process and certify contracts
- Responds to requests for assistance from external stakeholders and other agencies and respond accordingly.
- Conducting other administrative tasks as required.
- This position requires a high degree of organization, ability to manage multiple projects, and a high level of professional communication (written and oral)

Essential Functions:

1. Drafting and proofreading for grammar, consistency, and clarity: RFPs/professional services solicitation materials, letters to the Commission, interoffice and interagency memorandum, etc.
2. Posting of relevant contract and solicitation information on the SFPUC/City websites, which may include initial advertisement of solicitations, drafting and sending email blasts, posting updates and addenda, etc.
3. Coordinating and facilitating pre-submittal conferences, including event preparation, facilitating online meetings, and transcription of all questions and concerns raised by potential proposers.
4. Communicating/coordinating meetings between the SFPUC project team and evaluation panels regarding logistics and information about their duties and responsibilities to ensure a fair proposal evaluation process.
5. Managing the entire contract certification process, including distributing approved contracts for signature, collecting and processing insurance documents and other City vendor forms, assisting vendors and ensuring vendors are compliant with City requirements, etc.

6. Gathering data, analyzing data, and preparing reports on various contract related matters including proposal evaluation/bid tabulation reports, insurance compliance, contract certification status, etc.