



Contracts and Office Manager

Full Time

Filing Deadline: **Friday, March 13 at 5:00pm**

Salary: \$72,000 annually

The Position.

This position is responsible for the overall administration and implementation of CADA's contracts policy, and acts as the Office Manager for the CADA Administrative office. Specifically, in accordance with CADA policies, this position prepares, manages, and awards all general service, consulting, and construction contracts, both formal and informal, in consultation with CADA Legal Counsel and appropriate CADA managers. This position is also responsible for maintaining office services at the CADA administrative office, including coordination and administration of office operations and procedures, maintaining official agency records, and supervises and is responsible for all administrative and secretarial duties performed by the Board Secretary in the conduct and management of the activities of the Board of Directors. Specific duties include, but are not limited to:

- Manages all aspects of contracts administration from preparation through bid process to award, in accordance with CADA policies.
- Manages operations and administrative procedures of the CADA Administrative office including management of office supplies, equipment, and service contracts including, but not limited to, temporary administrative staff, phones, copiers/fax machines, janitorial services, electronic archive services, etc.
- Act as public records custodian for the agency, including management of electronic archives and retention schedules.
- Supervises, and assumes over-all responsibility for, the activities of CADA's Board Secretary, and, when necessary and assigned, performs duties of the Board Secretary.
- Perform duties as a Notary Public.
- Other duties as assigned.

Qualifications.

Equivalent to an Associate's degree with college coursework in business administration or a related field is desirable. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Four years of increasingly responsible contracts management experience, and administrative experience is required. Prior experience working with public sector boards and/or commissions is desirable. .

A summary of the knowledge desired for this position include:

- Principles, practices procedures, codes and laws of public contracting and purchasing (for professional, personal, construction and service contracts). Complex and comprehensive governmental contract generation, management and administration practices. Contract negotiation techniques.
- Principles and practices of modern office procedures, methods and computer equipment. Business letter writing and report preparation techniques. Budget preparation and administration. English usage, spelling, grammar and punctuation.
- Principles and procedures of records keeping. Applicable laws related to public disclosure and records. Familiarity with pertinent federal, state and local laws, codes and regulations, including meeting requirements for public agency boards, and the Brown Act.
- Principles of supervision, training and performance evaluation.



A summary of the abilities desired for this position include:

- Plan, organize, and facilitate meetings. Interpret, explain and enforce federal and state regulations governing the conduct of public agency meetings. When necessary, provide administrative and managerial assistance to the Board and its members in a highly professional and competent manner. Communicate clearly and concisely, both orally and in writing.
- Manage all facets of the public records and public disclosure process. Provide information and organize materials in compliance with laws, regulations and policies. Manage the retention/destruction of official records in accordance with applicable laws and regulations. Maintain, in the strictest confidence, information received concerning confidential matters.
- Research, understand, interpret and apply public sector procedures, policies, and laws related to public sector contracting and purchasing. Represent CADA effectively in contracts with others. Interpret and apply methods of purchasing by specification and competitive bidding.
- Research, compile, and analyze data for special projects; collect and assemble data and background materials for a variety of reports.

A complete job description can be obtained from the Human Resources Department.

About CADA.

Created in 1978, CADA is a Joint Powers Authority between the State of California and the City of Sacramento. We are authorized to implement the plans and objectives of the Capitol Area Plan, a mixed-use plan for the management, development and disposition of state-owned property located directly south and east of the State Capitol and Capitol Park in the City of Sacramento. Legislation provides CADA the powers of a redevelopment agency for this area.

Our mission is to implement the residential and commercial components of the State's Capitol Area Plan. We contribute to the vibrancy and diversity of the Capitol Park Neighborhood by managing existing properties and developing residential and retail projects in public/private partnerships.

CADA has an annual operating budget of approximately \$13.5 million, with a total of 43 employees divided into the Administrative, Asset Management, and Development Services units. Our income comes from two sources: property tax increments and through the management of 760 residential units, 40 commercial leases, and 791 parking spaces.

All CADA employees are expected to adhere to the following organizational values: *commitment, prudent stewardship, credibility, creativity, and effectiveness.*



Benefits.

Retirement. Retirement provided through CalPERS; monthly employer contributions are paid by CADA and employee contributions are paid 100% by the employee for New Members and Classic Members of CalPERS.

Flexible Spending Account. CADA contributes to a cafeteria-style benefit plan that includes health, dental, vision, unreimbursed medical, dependent care, and other optional insurance plans.

Sick Leave. Accrued at the rate of 8 hours per month.

Vacation Leave. Accrued at the rate of 10 days per year for 1 to 3 years of service; 15 day per year for 3 to 10 years of service; 20 days per year for over 10 years of service.

Holiday Leave. 14 paid holidays annually (this includes 2 half days).

Deferred Comp. Employees have the option of making contributions for this benefit.

Bereavement Leave. Up to 3 days per calendar year.

Employee Assistant Program. Confidential counseling services to employees and dependents.

LTD Insurance. Income security to disabled employees up to 66 2/3 of their monthly salary.

Life Insurance. Equal to one and one half of the employee's annual salary.

Parking. Parking free of charge.

Application Process.

Applications are accepted until **5:00pm on Friday, March 13, 2020**. Please include a CADA application with your resume and/or cover letter. You may download an application form from CADA's website: <http://www.cadanet.org/working-with-cada/employment> or pick one up and mail applications materials to:

CADA
Attn: Human Resources
1522 14th Street
Sacramento, CA 95814

Interviews will be held continuously until the position is filled. A screening committee will review your application materials. Those determined most qualified to proceed in the process will be contacted for an interview. CADA will conduct a thorough background investigation, including a drug and alcohol test, on final candidates.

CADA hires only US citizens or aliens lawfully authorized to work in the United States.
We are an Equal Opportunity Employer.