

JOB DESCRIPTION

Job Title: Contract & Compliance Administrator

FLSA Status: Exempt

Salary Grade: 8

PURPOSE OF POSITION

The Contract and Compliance Administrator will assist SCRRA departments with the development of new solicitations and contracts and will provide guidance in the ongoing administration of a variety of contracts for construction, operations, maintenance, and professional services.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Contract and Compliance Administrator series. At this level, assignments are generally limited in scope and are performed within a procedural framework established by higher-level employees.

SUPERVISION EXERCISED AND RECEIVED

- Receive general oversight from senior staff, Director or Executive level roles.
- No formal supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Administer and monitor contracts to ensure compliance with applicable local, state and federal laws, rules and regulations, as well as SCRRA Policies and Procedures.
- Assist with planning of procurements and setting pre-award schedules for contracts including Board actions.
- Request quotes and prepare solicitation documents for Invitations for Bids, Requests for Proposals, and Requests for Qualifications.
- Assist in coordination of Pre-Bid/Proposal meetings to present the projects and solicitations to potential bidders/proposers.
- Prepare draft award recommendations and Board Reports.
- Conform final contract documents and blanket purchase orders.
- Prepare required reports and correspondence.
- Attend various meetings, including pre-Bid/Proposal conferences and post-award debriefings.
- Assist in the contract standardization process.
- Monitor all aspects of contract compliance.
- Serve as a liaison between contractors, other departments, and other outside entities as required and assist in resolving conflicts between contractors and SCRRA.
- Assist with issuing Task Orders and Guaranteed Maximum Price preparation.
- Process approvals per assigned delegation of authority.
- Review contractor invoices for contractual compliance.
- Conduct closeout actions upon contract completion such as final audit, payment, release of committed funds etc., under direction of Agency Management.



- Contribute to the advancement of SCRRA’s goals through commitment to productive collaboration with all stakeholders.
- Assist in negotiating contract terms and conditions.
- Process purchasing requisitions and prepare purchase orders.
- Prepare items for review in coordination with senior staff.
- Review, approve, and negotiate requests for change orders and contract amendments.
- Provide response for contract usage, budgeting, and other relevant contract information as needed for relevant departments and to satisfy legal and contractual requirements.
- Train internal customers and be a change agent on policies and procedures regarding procurement and contract compliance.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor’s Degree in Public Administration, Business Administration, or a related field.
- A minimum of four (4) years of work experience successfully performing contract administration functions, proposal preparation, contract negotiation, and procurement, or a majority of the duties described above.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

Preferred Qualifications

- Experience in construction related projects

Knowledge, Skills, and Abilities

Knowledge of:

- Construction
- Public contracting principles
- California and Federal laws applicable to contracts used by public agencies. Prior contracting experience under Federal Transit Administration (FTA) regulations will be taken into consideration.
- Cost/price analysis
- Regulated environment

Skilled in:

- Verbal and written communication
- Detailed data analysis
- Microsoft Excel and Word (Intermediate/Advanced)
- Organization and time management
- High degree of accuracy and attention to detail
- Oracle and other automated procurement and contracting applications



Ability to:

- Read and comprehend complex documents such as contracts, statutes, and regulations
- Collaborate with other departments
- Self-motivate, exercise initiative and judgment in carrying out detailed projects and tasks
- Balance and handle multiple priorities simultaneously
- Work in a fast-paced environment
- Handle and maintain confidential information

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last updated: June 2025

