

JOB DESCRIPTION

Job Title: Senior Contract & Compliance Administrator

FLSA Status: Exempt

Salary Grade: 9

PURPOSE OF POSITION

The Senior Contract and Compliance Administrator will perform professional and complex contract administration, and ensure compliance with, by assisting SCRRRA departments with the development of new contracts and providing guidance in the ongoing administration and compliance of a variety of existing contracts related to operations, maintenance, procurement and professional services.

DISTINGUISHING CHARACTERISTICS

This is the senior level of the Contract & Compliance Administrator series. At this level, work may be performed under limited supervision or under limited direction. Incumbent possesses considerable latitude to accomplish tasks, which may include lead worker or supervisor duties.

SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from departmental management/supervisory level roles.
- No formal supervisory responsibilities; may supervise a group of regular employees.

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.

- Prepare, review, and negotiate operational agreements for SCRRRA services and equipment.
- Provide answers to contractors' questions regarding the bid process and other compliance issues in the contract.
- Prepare packages for advertising, printing and distribution.
- Conduct pre-bid and pre-proposal meetings to present scope of work, manage changes and set schedules.
- Establish contractors' performance evaluation criteria and assist Project Managers in monitoring their performance.
- Negotiate and process change orders, and contract amendments.
- Coordinate escrow agreements.
- Investigate and research information in response to vendor complaints/allegations/protests including discrimination, or other concerns.
- Develop and present training sessions for SCRRRA staff, industry and other organizations on purchasing related procedures, policies and Contract Compliance Program.
- Enforce county, state and federal regulations, laws and ordinances, and recommend corrective actions in cases of non-compliance.
- Communicate and act as a liaison between vendors and department users to develop compromises and resolve contractual problems or complaints.
- Organize, direct and lead negotiating teams in evaluating and negotiating contracts.



- Receive bids and proposals, evaluate and recommend contract awards.
- Respond to bid and proposal protests.
- Participate in all contractor/consultant conferences during bid/proposal process.
- Review for compliance against terms & conditions of contract invoices and payment to contractors.
- Review and evaluate existing contractual agreements, Contract Task Orders (CTO's) and extensions for compliance.
- Review and evaluate responses to consultants' submittals for Requests for Proposal (RFP), and Invitations for Bid (IFB).
- Assist in developing strategies designed to avoid claims such as damage assessment and effect on time schedules.
- Work with the Legal Affairs Department and Protest Officer to evaluate merits of protests and make recommendations that the protest be upheld or denied.
- Collaborate with the project manager to perform on-site inspections of contractor's projects.
- Consult with Legal Affairs Department when necessary to recommend termination for convenience, non-performance, or other dispute resolution arising from non-compliance or breach of contract.
- Perform quality control and conformity checks, and audits of the staff's purchasing and contract activity.
- Interface with SCRRA staff in reviewing contract administration and procurement processes.
- 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 six (6) years of work experience in professional contract administration and compliance work, preferably in public transportation or the railroad industry.
- 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

- Public sector experience

Knowledge, Skills, and Abilities

Knowledge of:

- Generally Accepted Accounting Principles (GAAP), budgetary concepts and procedures.
- Public contracting principles, including proposal preparation, contract negotiation, contract law and finance
- Federal Acquisition Regulations and/or Federal Transit Administration Circular 4220.1F or most recent version
- Microsoft Office, Oracle FIS and Planet Bids or other automated procurement and contracting applications
- California and Federal laws applicable to contracts by public agencies



- Railroad environment

Skilled in:

- Verbal and written communication
- Organization and time management
- Detailed data accuracy and analysis
- Organization and time management
- Microsoft Office and Oracle Financial modules

Ability to:

- Read, comprehend, and draft complex contracts and their terms and conditions
- Handle highly confidential information
- Interview respondents and evaluate contract proposals
- Balance multiple initiative simultaneously, driving initiatives to completion while continuing to meet deadlines in a fast-paced work environment with frequently changing priorities
- Handle confidential information
- Ensure accuracy and compliance

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.

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