

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: CONTRACT SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Purchasing & Logistics, assist in the administration of the contracting and procurement process; plan, organize, prepare, review, and maintain contracts, bids, quotes and proposals for goods and services, and other related documentation; ensure contracts comply with federal, state, and local codes, regulations, laws, and policies; monitor assigned projects and perform a variety of specialized and highly complex duties involved in purchasing furniture, equipment, supplies and services; provide guidance to designated staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized and highly complex duties involved in soliciting bids, Requests for Proposals (RFPs), contracts for goods, various services, and construction; ensure compliance with all local, state and federal laws and board policies; Develop specifications, terms and conditions, contract evaluation criteria and analytical tools to provide a basis for award recommendations.

Plans and coordinates complex projects, purchases furniture, equipment, supplies and various services for District schools, departments and offices; coordinate complex purchasing and contracting functions and projects to assure smooth and timely delivery of goods and services.

Train and provide guidance to designated staff as directed; review completed work to assure accuracy, completeness and compliance with established standards and procedures; provide training and guidance to staff regarding Department policies and procedures; assist staff with resolving issues and discrepancies as needed; serve as the department head in the absence of the Director as needed.

Research, review, evaluate and process assigned purchase requisitions for materials, supplies, equipment and services; verify proper approvals, completeness and compliance with established requirements; prepare and process purchase orders; verify accuracy and completeness of order information, cost calculations, adequate funding, compliance with established standards and regulations, and pricing, product, service and delivery needs and information.

Order services, supplies and equipment in accordance with established policies and procedures; compare, review and evaluate bids, RFPs, quotations and proposals to determine cost-effectiveness and compliance with needs and specifications; recommend the selection of vendors according to price effectiveness, product quality and vendor reliability.

Research and obtain quotations and proposals; contact vendors or contractors to request bids, quotations and proposals, and negotiate and coordinate prices, specifications, services, delivery, installations and other related issues as necessary; write, distribute and assure completeness and clarity of bid, RFP, and project specifications as assigned; assure accuracy of bids and related documents.

Assist vendors and contractors with the bidding process; consult potential bidders concerning bid and RFP documents and specifications; investigate and resolve complaints, issues and discrepancies related to contracts, invoices, payments, bids and projects; verify licenses, references, bonds and insurance.

Evaluate bids and RFPs according to established laws and regulations; assure compliance with bid specifications, legal requirements and quotations; assure adequate funding is available for purchases; provide recommendations for the awarding of contracts; prepare and distribute award letters; prepare, process, verify, maintain, update and distribute contracts, required documents and related materials.

Input purchasing information into an assigned computer system including vendor information, prices, quantity and other required data; initiate queries, maintain automated records and files, develop spreadsheets, and generate purchase orders, reports and other computerized documents.

Distribute, collect and process various purchasing and contract forms and paperwork; review documents for accuracy, completeness and proper authorization and supporting documents; identify, investigate and resolve problems and discrepancies related to contracts, bids, purchase orders, requisitions and related documents.

Maintain contact with staff, vendors, contractors and others to resolve issues, errors and discrepancies related to bids, RFPs, purchase orders, contracts, goods, services, deliveries, product quality and payments; follow up on delayed shipments, discrepancies and order status; confer with management and personnel concerning purchasing needs and issues.

Compile information and prepare and maintain a variety of complex and detailed records, files and reports related to purchase orders, bids, quotes, contracts, requisitions, products, deliveries, vendors, contractors, inventory, services and assigned activities.

Provide technical information and assistance to personnel, vendors and others concerning purchasing operations and activities; respond to inquiries and provide information and guidance concerning orders, products, services, needs, issues, bids, quotations, contracts, guidelines, processes, laws, rules, regulations, policies and procedures.

Prepare and distribute a variety of complex correspondence related to assigned purchasing functions such as letters, memos, requests for proposals, notices and agreements; compose and place advertisements in various media related to bids, quotation and proposal requests; draft Board agenda items for approval.

Compare, reconcile and audit various purchasing records, forms, requisitions, invoices, purchase orders reports, records, data, statements and documents to assure accuracy of purchasing transactions,

Monitor assigned contracts including service agreements, maintenance agreements and leases ensure compliance with contract terms, quality of service, and compliancy with financial and budget requirements; balance and reconcile designated accounts as directed.

Maintain current knowledge of laws, trends, products and technology related to purchasing functions and District services; research, test and evaluate new products to identify potential supplies and equipment for meeting District needs and enhancing operations.

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of modern office equipment including a computer, business software, calculator, copier, fax machine and typewriter; drive a vehicle to conduct work.

Attend and participate in various meetings and in-services as assigned; schedule and attend job walks, bid openings, and RFP evaluation committees as required.

Maintain and update vendor and contractor lists, catalogs, reference materials, pricing data and files.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Purchasing policies, practices, procedures and terminology.

Bid and contract preparation, specification requirements and price negotiation procedures.
RFP preparation and evaluation processes.
Local contractors, vendors and sources of supply.
Technical aspects of researching, comparing and purchasing services, supplies and equipment.
Marketplace and commodity prices and practices.
Use and terminology of requisitions, purchase orders, contracts, bids, RFPs and other purchasing documents.
Record-keeping and report preparation techniques.
General accounting practices, procedures and terminology.
Operation of a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Mathematical computations.

ABILITY TO:

Perform a variety of specialized and highly complex duties involved in purchasing furniture, equipment, supplies and services for District schools, departments and offices.
Train and provide guidance to designated staff.
Research and evaluate contractors, vendors and other sources of supply.
Research, obtain, compare and evaluate bids, proposals, quotations and related information to determine cost-effectiveness, compliance with specifications and quality of services and products.
Order items and services in accordance with established policies and procedures.
Select vendors and contractors according to price effectiveness, product quality and vendor reliability.
Assure proper and timely resolution of purchasing issues, conflicts and discrepancies.
Interpret, apply and explain established laws, codes, rules, regulations, policies and procedures.
Operate a computer and assigned software.
Keyboard or input data at an acceptable rate of speed.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Meet schedules and timelines.
Plan and organize work and prioritize deadlines.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Perform mathematical calculations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business administration, accounting or related field and five years increasingly responsible experience in the purchase of supplies, services and equipment including work in the procurement of contractors and preparation of contracts and bid specifications.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Maintain qualification for automobile insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office and warehouse environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and view computer screen.
Sitting for extended periods of time.
Frequent walking.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead, above the shoulders and horizontally.
Lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

HAZARDS:

Working around and with hazardous materials and machinery having moving parts.