



Job Description

JOB TITLE: Procurement Contract Analyst

PAY GRADE: CL24

LAST REVISED: 11/03/2015

*All job descriptions are intended to present a descriptive list of the range of duties performed by employees. They are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing the District's changing business needs/practices.*

SUMMARY DESCRIPTION

Under the direction of the General Services Manager, shall plan, coordinate, monitor and administer bids and contracts, purchasing functions and auxiliary services as assigned; compile data to perform various complex financial analysis; assist in the development of processes and procedures to support District operations; and perform a variety of tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES - *The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. **CONTRACT ADMINISTRATION**-Coordinates and administers the contract process including:
 - a) Reviews, analyzes and affirms all District contracts; generates and examines related board agenda items
 - b) Advises vendors and District staff on contractual rights, duties and responsibilities.
 - c) Provides direction, as appropriate, on relevant contract provisions.
 - d) Drafts contracts, contract amendments and contract revisions as needed.

2. **VENDOR ADMINISTRATION**-Plans, coordinates and administers bid process including:
 - a) Develops bid specifications, notices and advertisements.
 - b) Coordinates bid processing in compliance with regulatory requirements and District policies.
 - c) Obtains, analyzes and evaluates bids and proposals.
 - d) Negotiates with vendors as well as participates and assists in vendor selection, including making recommendations regarding contract awards.
 - e) Builds, develops and maintains effective relationships with vendors.
 - f) Conducts inquiries, interviews vendors and negotiates contract terms and conditions.
 - g) Reviews and analyzes new product and service offerings throughout the District; explores alternatives sources as needed.
 - h) Advises vendors of policies and procedures and establishes parameters for conducting business with the District.



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3. PROCUREMENT-Plans, organizes and participates in purchasing functions including:
 - a) Works with Purchasing Coordinator and assists with difficult or complex purchasing problems; advises on procedural matters; interprets and explains purchasing policies, procedures and applicable laws and regulations.
 - b) Coordinates with staff and evaluates District purchasing operations, policies and procedures; makes recommendations as appropriate.
 - c) Creates an environment of accountability for vendors with regard to performance standards contractually established; administers and terminates contracts as appropriate.
 - d) Establishes and administers District wide services including but not limited to leased copiers and shredding services.
4. AUXILIARY BUSINESS SERVICES-Coordinates, monitors and administers various auxiliary services (food service operations, food & beverage vending, bookstore) including:
 - a) Negotiates contract renewals, revisions and amendments.
 - b) Participates in District committees and subcommittees; serves as a liaison between staff/students and vendors.
 - c) Coordinates annual requisition renewals, deliveries, repairs/maintenance needs; oversees and coordinates new and replacement equipment purchases.
 - d) Ensures compliance with contractual provisions.
 - e) Obtains and reviews sales and commission reporting, oversees collection of revenue and coordinates use of contractually provided donations.
 - f) Monitors budgets.
5. Compiles data from a wide variety of sources to perform various complex financial analyses in support of District business services and operations including cost/benefit analysis, buy/lease analysis, feasibility studies, etc. Evaluates alternatives and develops reporting and recommendations to senior management.
6. Develops and assists in the development of appropriate processes and procedures in support of District operations.
7. Performs related duties as assigned.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge:

- Legal requirements governing public sector purchasing
- Applicable Education Code and other rules and regulations pertaining to purchasing activities
- Federal, State and local regulations, organization and structure
- District organization, operations, policies and objectives
- Preparation of formal bid requests and technical specifications



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- Principles and practices of contract negotiation and dispute resolution
- Procurement procedures, principles and practices
- Policies and objectives of assigned program and activities
- Modern office practices, procedures, and equipment
- Principles of business communication and report writing.
- Principles of cost/benefit analysis, product evaluation and research methodologies

Skills & Abilities:

- Maintain current knowledge of applicable laws, codes, rules, and regulations
- Review, analyze and draft contracts
- Effectively administer the bid process for the District
- Negotiate agreements
- Read, interpret and apply research findings
- Gather, analyze and evaluate data utilizing a variety of complex processes
- Perform mathematical computations to accurately complete quantitative analysis
- Meet schedules and timelines
- Fair-minded, ethical and honest; exercises good judgment
- Strong interpersonal skills using tact, patience and courtesy
- Work independently with little direction and able to provide work direction to others
- Communicate effectively in both oral and written communication
- Establish and maintain effective working relationships with vendors and the District community
- Operation of office machines including computer equipment
- Maintain confidentiality

Education and Experience Guidelines: *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education

Bachelor's Degree in Business, Accounting, Finance, or related discipline that would enable performance of the job. Additional related experience and/or professional training may be substituted for some of education requirement.

Experience

Three years increasingly responsible purchasing and contracts experience

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*



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Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.