

JOB TITLE: Procurement Contract Analyst

PAY GRADE: CL 24

LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under the general supervision from assigned manager, performs varied and specialized procurement for a wide range of materials, supplies, services, and equipment in accordance with District standards and policies and applicable legal requirements; provides assistance in the administration of District procurement and contract functions; plans, coordinates, monitors, and administers bids; drafts and implements contracts and assists with auxiliary services; compiles data to perform various financial analysis; and assists in the development and documentation of processes and procedures to support District operations.

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:

- a. Manages, coordinates, and administers District contract activities, including those associated with new construction, remodel, and renovation.
- b. Serves as the primary point of contact and interdepartmental liaison for contract administration, contractual risk analysis, and coordination.
- c. Reviews, drafts, analyzes, and verifies District contracts for legal compliance and mitigation of risk; generates and examines related Board of Trustees agenda items for accuracy and consistency.
- d. Advises approved vendors and District staff on contractual rights, laws, duties, and responsibilities.
- e. Provides technical expertise, guidance, training, advice, assistance, and direction to District staff on relevant contract provisions.
- f. Drafts, reviews, and verifies contracts, amendments, and revisions for accuracy.
- g. Drafts and administers post-contract award letters and notices.
- h. Negotiates contract language, prices, terms, and conditions with vendors.
- i. Assists with establishing standard contract clauses for use in contracts, affiliation agreements, and memorandum of understanding templates.
- j. Maintains District standard contract templates, including amendments, affiliation agreements, and memorandum of understandings.

2. VENDOR ADMINISTRATION:

- a. Plans, coordinates, and administers the District's bid processes.
- b. Creates, prepares, and reviews bids, bid specifications, and manages bid openings; receives, analyzes, and evaluates bids and proposals; creates legal notices and public announcements and advertisements.
- c. Manages all aspects of bid processing in compliance with regulatory requirements and District policies and procedures.

- d. Conducts vendor debriefings, as needed.
- e. Participates in vendor evaluation, vetting, selection, and contract negotiations; makes recommendations regarding contract awards.
- f. Advises vendors of policies and procedures and establishes parameters for conducting business with the District.

3. PROCUREMENT:

- a. Plans, organizes, and participates in procurement activities.
- b. Partners with purchasing staff and assists with purchasing issues or concerns; advises on procedural matters; interprets and explains purchasing policies, procedures, and applicable laws and regulations.
- c. Coordinates with staff and evaluates District purchasing operations, policies, and procedures; makes recommendations, as appropriate.
- d. Reviews requisition requests for potential hazards and provides alternative procurement options to mitigate District risk.
- e. Creates an environment of accountability for vendors related to contractually established performance standards; administers and recommends vendor contracts to be terminated.
- f. Establishes, coordinates, and administers District-wide services, including, but not limited to, food service operations, bookstore operations, insurance, leased copiers, secure electronic signature platform, document storage, shredding services, and campus automated teller machines (ATMs).
- g. Makes recommendations for changes in vendors, contractors, quality of materials and other issues, based upon research, cost estimates, bidding processes, and other acquired data.
- h. Reviews and analyzes new product and service offerings throughout the District; explores alternatives sources, as needed.
- i. Prepares requisitions and claims for reimbursement; resolves invoicing, purchase order, and other financial documentation questions or problems with vendors.

4. ADDITIONAL ESSENTIAL DUTIES:

- a. Compiles data from a wide variety of sources to perform various complex financial analyses in support of District business services and operations, including, but not limited to, cost/benefit analysis, buy/lease analysis, and feasibility studies; evaluates alternatives and develops reporting and recommendations to senior management.
- b. Compiles data for reporting requirements for various outside agencies such as county, state, or auditing (e.g., possessory, lease for county and auditing, tonnage).
- c. Provides administrative support related to the District's insurance plans, including certificates of insurance, student incident/injury, claim intake, and policy review.
- d. Participates in District committees and subcommittees.
- e. Performs related duties that support the overall objective of the position.

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 of:

- Principles, practices, and procedures of procurement, contract negotiation, and dispute resolution.
- Preparation of formal bid requests and technical specifications.
- Federal, State, and local laws, codes, regulations, organization, and structure pertaining to public sector procurement for an educational institution.
- Principles of cost/benefit analysis, product evaluation, and research methodologies.
- District organization, operations, policies, and objectives.
- Policies and objectives of assigned program and activities.
- Principles of business communication and report writing.

Ability to:

- Review, analyze and draft contracts and public bidding solicitations.
- Effectively administer the bid process.
- Negotiate agreements.
- Provide technical guidance for procurement and contracts activities.
- Analyze and make sound recommendations on legal requirements associated with contract administration and management.
- Read, interpret, and apply research findings.
- Gather, analyze, and evaluate data.
- Perform mathematical computations to accurately complete quantitative analysis.
- Plan and organize work to meet changing priorities and deadlines.
- Maintain accurate filing systems.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification.
- Maintain confidentiality of information.
- Follow oral and written directions.
- Communicate clearly and concisely, both verbally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and directs activities of student or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently or collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Four years of college in business, accounting, finance, or related field. Any related experience and/or professional training/certifications may be substituted for some of the educational 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.

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 computer screens and printed documents; and to operate assigned equipment.

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

Board Approval: July 15, 2025