

## EAST SIDE UNION HIGH SCHOOL DISTRICT

**JOB TITLE: Senior Contract Specialist**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Assist in the coordination and administration of the contract procurement process as it relates to the Measure G, E and I Bond Programs. In addition, organize, prepare, and maintain contracts for architectural, and engineering, construction, goods general and/or professional services contracts and consulting agreements and specialized buying assignments including construction and material bid documents, contracts, files, and budget documents.

**SUPERVISOR:** Capital Projects Purchasing Manager

### **TYPICAL DUTIES:**

Assist in coordinating contract procurement process including contract bid packages, design agreements, vendor evaluations, and award recommendations

Develop, monitor and track contractor pre-qualification system

Develops solicitation documents and reviews and clarifies technical specification for Requests for Proposals (RFPs), Request for Qualifications (RFQ) and other contract related activities; ensures fair and open competition through the maximization of outreach activities, website postings, advertisements, announcements, and meeting

Develop and administer documents for the evaluation process for contractors, consultants and other vendors

Develop and administer documents for bid process, design agreements, work authorizations, addendums, and other necessary documentation for contracting purposes

Coordinate and establish vendor selection lists, request for qualifications, monitor and track certified payroll for projects and request for proposal materials

Work with staff to resolve bid irregularities and bid protests

Develop and maintain computer database files for tracking of contracts and budgets and other contract-related documents

Act as a liaison between District sponsors and contractors

Assist in coordinating contractual documents consistent with District policies and California Education Code, Public Contract Code and California Uniform Public Construction Cost Accounting Act

Work with district staff to develop contracts for project-related services from initial inception to project completion; provide technical advice to department and school administrators and assist in solving procurement problems

Perform independent research and analysis and prepare periodic or special reports

Conduct basic contract negotiation, administration and termination

Monitors and develops new purchasing procedures as appropriate

Perform related duties as assigned

### **EMPLOYMENT STANDARDS:**

Ability to:

Use appropriate judgment in diverse and emergency situations

Analyze a variety of construction related documents for conformance with existing laws and regulations

Ability to work under the pressure of time constraints and cope with difficult situations in a sensitive and positive manner

Understand and communicate district objectives related to procurement

Establish and maintain effective working relationships with others

Prepare and present complete and accurate written and oral reports

Work with a diverse team which includes district staff, contractors, consultants, Trade Unions, other districts, public entities, and community members/groups

Prioritize and schedule work

Analyze situations, identify problems, and recommend solutions

Meet schedules and timelines

Operate standard office equipment including microcomputers and related software applications.

Knowledge of:

Construction/architectural industry terminology for construction contracts and other related documents

Quantity buying techniques and regulations

Rules and regulations for public agency building requirements, codes, and ordinances including those specifically for public school construction

Technical aspects of field of specialty

Computer applications to prepare and produce a variety of materials

Record keeping techniques

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE REQUIRED:**

A four-year degree from an accredited college/university in the area of Business Administration or a related field and four years of progressively responsible experience preferably in a school environment with an emphasis on contract administration; or

At least two years of coursework from an accredited college/university in the area of Business Administration or a related field and six years of progressively responsible experience in a school environment with an emphasis on contract administration.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation

Approved: 10/17/2013 Board Meeting