

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Construction Contracts Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Construction and Strategic Sourcing and Contracts	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	036 OTBS
ISSUED:	May 26, 2009		

BASIC FUNCTION:

Perform a variety of advanced and complex technical and clerical duties related to contract procurement and processing in the Construction and Strategic Sourcing and Contracts departments.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist in the coordination of the facilities contract procurement process including prime contractor and consultant pre-qualifications, contract bid packages, design agreements, bid evaluations, and award recommendations. **E**

Prepare and coordinate documents for bid process, design agreements, work authorizations, addenda, and other necessary documentation for construction contracting purposes; oversee distribution of plans, specifications, and prime contractor bid documents. **E**

Assist with the coordination and facilitation of bid openings and solicitation of professional services; prepare materials for requests for qualifications and proposals. **E**

Enter contract, budget, and payment information into databases; maintain specialized database files for tracking construction contracts, budgets, and other contract-related documents. **E**

Examine vendor and contractor invoices; review supporting documentation for accuracy. Submit invoices for payment, monitor payment of invoices, and reconcile discrepancies. **E**

Perform research on contracts; compile data; prepare complex administrative or technical reports, analyses, correspondence, and summaries including budget documentation. **E**

Assist professional staff in the selection of materials; determine need for and process requests for service. **E**

Initiate, organize, and maintain files and procedures governing work routines in assigned areas. **E**

Operate standard office equipment; operate microcomputers to enter and extract information and data. **E**

Contact business and community members and staff and other public agencies to obtain and/or provide information. **E**

Explain school district policies, regulations, and procedures. **E**

May direct and coordinate the work of clerical or secretarial staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to three years of recent paid, full-time, increasingly responsible office-clerical experience in a maintenance, purchasing, or construction setting.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private vehicle may be required for designated positions (mileage expense allowance provided).

Typing/keyboarding certificate at a net, corrected speed of 40 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Contract procurement and processing procedures.

Modern office methods and procedures and the use of standard office machines and equipment.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Provide leadership in assigned functions.

Prepare, research, and audit documents related to contract procurement and processing.

Prepare complex narrative and technical/statistical reports.

Perform arithmetic computations.

Organize and analyze data.

Maintain records and prepare a variety of documents.

Type/keyboard at a net, corrected speed of 40 words per minute.

Communicate effectively orally and in writing.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with all levels of staff and the public.

Plan and organize work to meet schedules and time lines.

Read and explain rules, regulations, policies, and procedures.

Train and direct the work of others.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6589

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