

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Contract Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Planning & Construction, Strategic Sourcing and Contracts, and Food Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	058 OTBS
REVISED:	October 5, 2004		

BASIC FUNCTION:

Coordinate and administer contract procurement process and organize, prepare, and maintain contracts for architectural, engineering, and consulting agreements and specialized buying assignments including construction and material bid documents, contracts, files, and budget documents.

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

Coordinate contract procurement process including contractor pre-qualifications, contract bid packages, design agreements, bid evaluations, and award recommendations. **E**

Develop and administer documents for bid process, design agreements, work authorizations, addendums, and other necessary documentation for contracting purposes; revise complex and difficult specifications; oversee distribution of plans, specifications, and prime contractor bid documents. **E**

Independently purchase school supplies, materials, computers and equipment, food products, and services. **E**

Coordinate and conduct bid openings and establish vendor selection lists, request for qualifications, and request for proposal materials. **E**

Work with district legal staff to resolve bid irregularities and bid protests. **E**

Develop and maintain computer database files for tracking of contracts and budgets and other contract-related documents; monitor payment of invoices. **E**

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. **E**

Perform independent research and analysis and prepare periodic or special reports. **E**

May lead and direct the work of buyers and clerical staff.

Perform related duties as assigned.

Contract Specialist - Continued

Page 2

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to BA or BS degree in business or public administration or a related major and four years of recent, directly related experience in contract administration in a large public agency environment or related field.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

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.
Technical aspects of field of specialty.
Computer applications to prepare and produce a variety of materials.
Record keeping techniques.

ABILITY TO:

Write specifications.
Use appropriate judgement in diverse and emergency situations.
Analyze a variety of construction related documents for conformance with existing laws and regulations.
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.
Prioritize and schedule work.
Meet schedules and time lines.
Operate standard office equipment including microcomputers and related software applications.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting or standing 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.

Revised 10/05/04--JB

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2/9/00 Issued

Job Code 6557

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