

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Senior Contract Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Strategic Sourcing and Contracts	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	060 OTBS
EFFECTIVE:	July 1, 2010		

BASIC FUNCTION:

Perform highly responsible professional and technical duties in the coordination, solicitation and administration of the contract procurement process; organize, prepare, and maintain complex contracts for materials, construction projects and professional services, including architectural, engineering, and consulting services. Perform a variety of specialized buying assignments; serve as a subject matter expert and resource to staff.

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

Perform highly responsible professional and technical duties in the coordination and administration of the contract procurement process; including contractor pre-qualifications, contract bid packages, design agreements, bid evaluations, and award recommendations. **E**

Develop and administer documents for complex and high dollar value contract procurement assignments, including the 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**

Serve as subject matter expert by providing technical guidance and training to staff in the automation of contracts, procurement and bidding processes for business efficiency. **E**

Independently procure goods, supplies, materials, computers and equipment, food products, commodities and services using purchase orders and enterprise resource planning (ERP) system. **E**

Process negotiated contracts for Board of Education approval. **E**

Follow all federal, state, county and local laws regulating purchasing practices of public school districts. **E**

Work with district legal staff on contract documents and agreements and to resolve contract procurement issues. **E**

Act as a project leader on special projects and activities as assigned. **E**

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

Perform project lead duties with the production of contract procurement documents and agreements using automated systems and processes; collaborate with department staff to compile and exchange information and resources. **E**

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

Assist district staff to develop contracts for project-related services from initial inception to project completion 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.

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 five years of recent, directly related experience in contract administration in a large public agency environment or related field. A certificate of Certified Public Purchasing Buyer (CPPB) issued by a reputable professional purchasing organization such as the Universal Public Purchasing Certification Council (UPPCC) is desirable.

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:

- Principles, practices, theory and law pertaining to contract administration.
- Integrative technology systems relative to contract procurement processing and reporting.
- Construction/architectural industry terminology for construction contracts and other related documents.
- Technical aspects of field of specialty.
- Quantity buying techniques and regulations.
- Rules and regulations for public agency building requirements, codes, and ordinances.
- A variety of computer applications at an advanced level to prepare and produce a variety of documents and reports.
- Reading and writing English communication skills.
- Record keeping techniques.

ABILITY TO:

- Prepare solicitations and contract documents.
- Write specifications.
- Serve as a project leader.

Use appropriate judgment in diverse and emergency situations.
Operate standard office equipment including computers and advanced related software applications including integrative technology processing and reporting systems.
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 all levels of staff, vendors and agencies.
Plan, organize, prioritize and schedule work.
Multi-task and effectively manage priorities to meet schedules and timelines.
Prepare and present complete and accurate written and oral reports.

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.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Senior Contract Specialist job class work very independently and are typically assigned the more difficult and complex and high dollar value contract procurement duties. Incumbents also serve as a subject matter expert to provide technical expertise, guidance and training to staff which is distinguished from the lower level Contract Specialist job class.

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JB