



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

CONTRACT SPECIALIST (MEASURE H)

A Classified Position
Grade 38 – Salary Schedule 60

A. General Statement

Under direction of the Construction Procurement, Risk and Contracts Manager, the Contract Specialist performs a variety of technical and complex duties in support of the procurement and contracting operations for the District's capital projects. The Contract Specialist reviews, evaluates, processes, and maintains minor public works, professional services and maintenance service contracts, including respective procurement/contracting support documentation. This position is limited to Contract Specialist performing work in support of Measure H bond projects and will be eliminated once the funding has been exhausted. A high degree of independent judgment and creativity is required to resolve a variety of minor and major problems that arise. Consequences of errors in judgment can be costly in employee and staff time, and have a negative impact for future capital improvements and facilities maintenance. Consequences of errors in judgment could be costly in public relations, staff and employee time. A Contract Specialist can direct the work of other staff and student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges professional information with District and College staff, vendors, contractors, business representatives, regarding procurement and contracting rules, policies and procedures, vendor prequalification, planned bids, bids in process and contracts status.
2. Assists in contract development, review, revision, and/or approvals; documentation for DIR compliance; and research for availability of and recommendation of State Department of General Services contracts or competitive contracts from other educational institutions for use in purchases of these products.
3. Coordinates and processes construction and business contracts from the Facilities Planning, Maintenance & Operations Department; prepares and submits contract documents for execution by all involved parties.
4. Depending upon complexity, assists in or performs development, preparation and compiling of contract bid documents, including Request for Statements of Qualification, Request for Proposals, and Informal Public Works Bid documents; bid logs, and reports related to these processes.
5. Responsible for maintenance of District's online procurement system for the set-up, administration and safekeeping of current, accurate and meaningful procurement, prequalification and vendor records

related to construction and business contracts; identify incorrect, inconsistent and incomplete data entries in the designated online procurement system on a continuous basis and make timely modifications to improve quality of the data.

6. Participates in the management of the District's contractor and consultant pre-qualification processes; maintaining vendor submitted documents, and performing administrative tasks during open prequalification application periods.
7. Validates and verifies appropriate bond and insurance documents secured by contractors and consultants, including construction/professional services contract requirements; and the maintenance of those records.
8. Reviews external certificates of insurance and endorsements and processing of documents related to the District's OCIP insurance program.
9. Assists in the development, implementation and maintenance of District's document management system(s) for the safekeeping of current, accurate and meaningful records related to construction and business contracts; identify incorrect, inconsistent and incomplete data entries in the designated contract management system on a continuous basis and make timely modifications to improve quality of the data.
10. Follows established contract administration, insurance requirements, and purchasing procedures.
11. Makes recommendations for changes to procedures, workflows and policies
12. Updates and maintains business processes, manuals, handbooks, and other training materials;
13. Uses a variety of computer hardware and software to research, enter, format, modify and retrieve data for special and regular reports, documentation, vendor files, trend analysis, and presentations, and to perform administrative tasks such as scheduling meetings and arranging meeting logistics.
14. Attends professional development related meetings, workshops and other events to stay current on public procurement code and district policies and procedures. Occasional mandatory participation in select professional development conferences required travel outside the Bay Area. Willingness to pursue professional certifications in the procurement field.
15. Attend various meetings and participate on committees as required.
16. Performs other related duties as assigned.

C. Requirements

1. Bachelor's degree in business administration, public administration or a closely related field.
2. Two years increasingly responsible para-professional contract experience and financial record keeping.
3. Valid California Driver's License to be maintained throughout duration of employment with the District.
4. Successful complex clerical experience of increasing responsibility with an active capital improvement program.
5. Extensive public contact experience with people of diverse cultures, language groups and abilities
6. Experience with the organization, set up and maintenance of electronic and manual files and records
7. Experience with directing the work of others
8. Experience with the use of a variety of computer software to compose and prepare correspondence, reports, presentations, memoranda and other written materials
9. Experience with research and compiling data for, formatting, and preparing statistical, financial and other reports
10. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
11. Demonstrated skill in working as part of a customer service team
OR
An equivalent combination of education and experience

D. Preferred Qualifications

1. Experience working in an educational and/or public agency setting.

E. Physical/Other Requirements

This classification requires visual comparison and acuity; manual dexterity; attention to details; data analysis and logical sequencing; multitasking; work under deadline and other pressures; patience and sensitivity to others; discretion and tact; driving a motor vehicle; good memory; and strategic planning in order to perform the essential functions. Work involves standard office setting, with ability to operate office equipment. Operates computer systems and devices, telephone, standard office equipment and scanner. Uses a variety of specialized software to work with different types of file formats such as database, image/graphic, and portable document format files (PDF).

F. Knowledge, Skills & Abilities

1. Knowledge of facilities design, construction and maintenance terminology and concepts.
2. Knowledge of basic contract format and terminology.
3. Knowledge of principles, practices, procedures and methods of public agency procurement, contracting, contract administration, and insurance.
4. Knowledge of document management principles and practices.
5. Knowledge of the policies and procedures applicable to a major District or College administrative unit.
6. Knowledge of creating and maintaining databases, preferably Microsoft Access and SharePoint; and the use of Internet search engines.
7. Knowledge of various computer hardware and software, including word processing, and database and spreadsheet programs.
8. Skill in project management
9. Skill in use of the Microsoft Office Suite, Adobe Creative Suite, web-based content management systems software and internet tools to compose business correspondence and documents, develop spreadsheets, research, enter, modify, format and present statistical, financial and other data for reports
10. Skill in respectful, sensitive communication with people who are diverse in their cultures, language groups and abilities.
11. Skill in multitasking and prioritization in a fast-paced environment with attention to details.
12. Skill in written communication (including correct English usage, grammar, spelling, vocabulary, and punctuation).
13. Ability to strategically plan, organize, prioritize workloads effectively, and implement multiple-tasked projects with similar timelines and anticipated outcomes to meet scheduled deadlines
14. Ability to work independently or part of a customer services team on assigned projects, communicate clearly and effectively both orally and in writing.
15. Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work

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