



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>CONTRACT SPECIALIST</u></b>			
<b>DEPARTMENT/SITE:</b>	Purchasing Department	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	36 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director - Purchasing and Logistics	<b>FLSA:</b>	Non-Exempt

### **BASIC FUNCTION:**

Assist in the administration of the contracting and procurement process; plan, organize, prepare, review, and maintain contracts, bids, quotes, and proposals for goods and services, and other related documentation; ensure contracts comply with federal, state, and local codes, regulations, laws, and policies; monitor assigned projects and perform a variety of specialized and highly complex duties involved in purchasing furniture, equipment, software, supplies, and services; provide guidance and training to designated staff. The incumbents in this classification assist in supporting students by ensuring purchasing is performed according to applicable laws and district policies while maximizing cost savings for the district which directly supports student learning.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform a variety of specialized and highly complex duties involved in soliciting bids.

Requests for Proposals (RFPs), contracts for goods, various services, and construction; ensure compliance with all local, state, and federal laws, and board policies; Develop specifications, terms and conditions, contract evaluation criteria, and analytical tools to provide a basis for award recommendations.

Plans and coordinates complex projects, purchases furniture, equipment, supplies, and various services for District schools, departments, and offices; coordinate complex purchasing and contracting functions and projects to assure smooth and timely delivery of goods and services.

Train and provide guidance to designated staff as directed; review completed work to ensure accuracy, completeness, and compliance with established standards and procedures; provide training and guidance to staff regarding Department policies and procedures; assist staff with resolving issues and discrepancies as needed; serve as the department head in the absence of the Director as needed.

Research, review, evaluate, and process assigned purchase requisitions for materials, supplies, equipment, and services; verify proper approvals, completeness, and compliance with established requirements; prepare and process purchase orders; verify accuracy and completeness of order information, cost calculations, adequate funding, compliance with established standards and regulations, and pricing, product, service, and delivery needs and information.

Order services, supplies, and equipment in accordance with established policies and procedures; compare, review, and evaluate bids, RFPs, quotations and proposals to determine cost-effectiveness and compliance with needs and specifications; recommend the selection of vendors according to price effectiveness, product quality, and vendor reliability.

Research and obtain quotations and proposals; contact vendors or contractors to request bids, quotations, and proposals, and negotiate and coordinate prices, specifications, services, delivery, installations, and other related issues as necessary; write, distribute, and ensure completeness and clarity of bid, RFPs, and project specifications as assigned; ensure accuracy of bids and related documents.

Assist vendors and contractors with the bidding process; consult potential bidders concerning bid and RFP documents and specifications; investigate and resolve complaints, issues, and discrepancies related to contracts, invoices, payments, bids, and projects; verify licenses, references, bonds, and insurance.

Evaluate bids and RFPs according to established laws and regulations; ensure compliance with bid specifications, legal requirements, and quotations; ensure adequate funding is available for purchases; provide recommendations for the awarding of contracts; prepare and distribute award letters; prepare, process, verify, maintain, update, and distribute contracts, required documents, and related materials.

Input purchasing information into an assigned computer system including vendor information, prices, quantity, and other required data; initiate queries, maintain automated records and files, develop spreadsheets, and generate purchase orders, reports, and other computerized documents.

Distribute, collect, and process various purchasing and contract forms and paperwork; review documents for accuracy, completeness, and proper authorization and supporting documents; identify, investigate, and resolve problems and discrepancies related to contracts, bids, RFPs, purchase orders, requisitions, and related documents.

Maintain contact with staff, vendors, contractors, and others to resolve issues, errors, and discrepancies related to bids, RFPs, purchase orders, contracts, goods, services, deliveries, product quality, and payments; follow up on delayed shipments, discrepancies, and order status; confer with management and personnel concerning purchasing needs and issues.

Compile information and prepare and maintain a variety of complex and detailed records, files, and reports related to purchase orders, bids, RFPs, quotes, contracts, requisitions, products, deliveries, vendors, contractors, inventory, services, and assigned activities.

Provide technical information and assistance to personnel, vendors, and others concerning purchasing operations and activities; respond to inquiries and provide information and guidance concerning orders, products, services, needs, issues, bids, RFPs, quotations, contracts, guidelines, processes, laws, rules, regulations, policies, and procedures.

Prepare and distribute a variety of complex correspondence related to assigned purchasing functions such as letters, memos, requests for proposals, notices, and agreements; compose and place advertisements in various media (print/online) related to bids, RFPs, quotations, and proposal requests; draft Board agenda items for approval.

Compare, reconcile, and audit various purchasing records, forms, requisitions, invoices, purchase orders reports, records, data, statements, and documents to ensure accuracy of purchasing transactions.

Monitor assigned contracts including service agreements, maintenance agreements, and leases to ensure compliance with contract terms, quality of service, and compliancy with financial and budget requirements; balance and reconcile designated accounts as directed.

Maintain current knowledge of Local/State/Federal laws, as well as Board Policies and best practices,

trends, products, and technology related to purchasing functions and District services; research, test, and evaluate new products to identify potential supplies and equipment for meeting District needs and enhancing operations.

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of modern office equipment including a computer, business software, calculator, copier, scanner, and fax machine; drive a vehicle to conduct work.

Attend and participate in various meetings, in-services, conferences, and professional development as assigned; schedule and attend job walks, bid openings, and RFP evaluation committees as required.

Maintain and update vendor and contractor lists, catalogs, reference materials, pricing data, and files.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Purchasing policies, practices, procedures, and terminology.

Bid and contract preparation, specification requirements, and price negotiation procedures.

RFP preparation and evaluation processes.

Local contractors, vendors, and sources of supply.

Technical aspects of researching, comparing, and purchasing services, supplies, and equipment.

Marketplace and commodity prices and practices.

Use and terminology of requisitions, purchase orders, contracts, bids, RFPs, and other purchasing documents.

Record-keeping and report preparation techniques.

General accounting practices, procedures, and terminology.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

Applicable Local/State/Federal laws, codes, regulations, policies, and procedures.

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

Mathematical calculations.

**ABILITY TO:**

Perform a variety of specialized and highly complex duties involved in purchasing furniture, equipment, supplies, and services for District schools, departments, and offices.

Train and provide guidance to designated staff.

Research and evaluate contractors, vendors, and other sources of supply.

Research, obtain, compare and evaluate bids, RFPs, proposals, quotations, and related information to determine cost-effectiveness, compliance with specifications, and quality of services and products.

Order items and services in accordance with established policies and procedures.

Select vendors and contractors according to price effectiveness, product quality, and vendor reliability.

Assure proper and timely resolution of purchasing issues, conflicts, and discrepancies.

Interpret, apply, and explain established laws, codes, rules, regulations, policies, and procedures.

Operate a computer and assigned software.

Keyboard or input data at an acceptable rate of speed with accuracy.

Establish and maintain collaborative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.  
Meet schedules and timelines.  
Plan and organize work and prioritize deadlines.  
Communicate effectively both orally and in writing.  
Maintain records and prepare reports.  
Perform mathematical calculations with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school supplemented by college-level coursework in business administration, accounting, or related field and five years of increasingly responsible experience in the purchase of supplies, services, and equipment including work in the procurement of contractors and preparation of contracts and bid specifications.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and the ability to maintain qualification for automobile insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and warehouse environment.  
Constant interruptions.  
Driving a vehicle to conduct work.  
Indoor and outdoor work environment with exposure to various weather conditions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Frequent walking.  
Bending at the waist, kneeling, or crouching to file and retrieve materials.  
Reaching overhead, above the shoulders, and horizontally.  
Lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**HAZARDS:**

Working around and with hazardous materials and machinery having moving parts.  
Working around chemicals and dust.

**CLEARANCES:**

Criminal Justice Fingerprint / Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: 9/91;  
Rev. 3/93; 4/97; 8/99;  
Rev. 10/10 (Ewing)  
Retitle, Revise and Reallocate from R32:  
Contracts Specialist, Range 36 PC: 06/23 GB: 06/23  
2024 Revised (EH&A / MGT Consulting) GB: 06/11/24 PC: 05/23/24