BUENA PARK SCHOOL DISTRICT

CONTRACT SPECIALIST

DEFINITION

Under general supervision, plan, develop, prepare, compile, analyze, advertise, and process bid specifications, bids, contracts, and agreements, including but not limited to services, assets, materials, supplies, furniture, equipment, fixtures, etc., and perform related duties as required.

EXAMPLES OF DUTIES

- In compliance and conformance with state laws and requisite policies and procedures, prepare, review, issue, revise, track, evaluate, and oversee requests for qualifications/proposals, specifications, bids, quotes, procurements, purchases, contracts, agreements, awards, submittals, disposals, and notices, etc.
- In compliance and conformance with state laws and requisite policies and procedures, prepare, review, monitor, and oversee vendor/contractor/subcontractor pre-qualification; labor compliance; state and local agency paperwork, applications, and reports; certifications, etc.
- In compliance and conformance with requisite policies and procedures, prepare, review, issue, revise, track, and oversee estimates, budgets, accounts, purchase orders, inventories, reports, correspondence, etc.
- In compliance and conformance with requisite policies and procedures, prepare, review, monitor, audit, post, and maintain financial and other records, ledgers, invoices, pay applications, payments, warrants, inventories, disposals, etc.
- Prepare letters of acceptance, rejection, award, or renewal within established legal requirements.
- Monitor contract timelines to maintain the status of contract certifications and insurance coverages for the period of the contract.
- Interface/liaison with vendors, contractors, state and local agencies
- Provide advice and guidance to schools and departments on the status of contracts and agreements.
- Develop and maintain detailed and organized records, databases, and files.
- Prepare purchasing agreements, Board reports, and agenda items for the Board of Education and follow up on any action required.
- Remain current and ensure compliance with all codes, laws, regulations, etc., within the position's scope of responsibility.
- Remain current with market conditions; make recommendations for procurement of assets, equipment, materials, supplies, and services, etc.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, policies, procedures, and practices used in purchasing, procurement, public works, school policies and operations.
- Applicable Federal, State, and local laws, codes, and regulations related to assigned areas of responsibility.
- Technical aspects of researching, comparing, and purchasing supplies, materials, equipment, and services
- General principles of contract writing and document preparation.
- Record-keeping and report preparation techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy.
- Computer systems and assigned software applicable to the position.

Ability to:

- Apply and interpret laws, rules, regulations, and policies affecting school district bidding, contracting, and purchasing.
- Read and understand a variety of technical and general materials.
- Follow up and resolve problems related to scheduling and timelines of contracts.
- Maintain up-to-date knowledge of laws governing school district bids and contracts.
- Prepare and complete accurate reports, records, and specifications.
- Plan, organize, and meet schedules/timelines and deadlines.
- Communicate and correspond professionally, both verbally and in writing.
- Display initiative, good judgment, tact, patience, professionalism, and confidentiality.
- Provide excellent customer service and interpersonal skills.

EXPERIENCE

Three years of experience in budgeting/accounting, purchasing, procurement, contracts administration, or related fields.

EDUCATION

Associate degree or certificate from an accredited community college with courses in business, accounting, purchasing, education, or related fields.

WORKING CONDITIONS

Environment:

Office and school environments, with frequent interruptions.

Physical Demands:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines; ability to conduct verbal conversation in English; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend, and walk; sit for sustained periods of time; climb stairs, steps, and step ladders; lift and carry up to 20 pounds; exhibit a full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension and knee flexion; operate office machines and equipment safely and effectively; demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy; and conduct frequent repetitive arm, hand and body motion.

LICENSE REQUIREMENT

Possession of a valid California Motor Vehicle Operator's License

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier

12-month position
Range 54