Adams12 Five Star Schools

Job Description
Prepared/Revised: **October 2024**

Job Title:	**Bond Contracts Administrator**	Job Code:	**071201**
Job Family:	**Non-Certified Administrative**	FLSA Status:	**Ex – A**
Pay Program:	**Administrative**	Pay Range:	**L11**
Work Year:	**12 months**		

SUMMARY: Plan, develop, negotiate, and administer contracts, agreements, and change orders of moderate to high dollar value, risk, sensitivity, creativity and complexity related to construction contracts and professional service agreements, where substantial judgment and initiative are essential in making recommendations and resolving problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Plan, develop, negotiate, implement and administer contracts, memoranda of understanding and agreements, ensuring compliance with district standards, policies and procedures; submitting questionable contract language to district legal counsel for review and opinion. Negotiate and re-negotiate terms and conditions of contracts and agreements; prepare related documentation and correspondence.	W	25%
2. Approve and dispatch purchase orders for assigned areas. Review requests and process change orders and amendments to contracts, agreements, and purchase orders, on an as needed basis. Verify bonding, insurance and certifications requirements from contractors are met and are on-file. Update records and track expirations/renewals.	D	20%
3. Actively partner with customers and stakeholders in order to understand the scope of work; develop contract language for deliverables and program needs and requirements. Works closely with district's legal counsel on complex contracts including those that involve sharing of student data.	W	10%
4. Work directly with project managers to assure closeout is completed in a consistent manner and all contractual commitments are met.	W	10%
5. Provide procurement and contractual guidance to staff, project managers, and other contract stakeholders. Recommend and assist with the implementation of policies, processes and procedures related to contract administration.	M	10%
6. Actively research for efficiencies in current processes and opportunities for cost savings. Create and maintain records in compliance with District policies and records retention procedures.	M	10%
7. Provide general support and solicitation back up on an as needed basis.	M	7%
8. Ensure good customer relations and the level of vendor satisfaction among end users, while also representing the interests of the district. Facilitate dispute resolutions between contractors, vendors, consultants, and associated staff, including contact with vendors in need of corrective action and recommend realignment or debarment of vendors to the purchasing manager. Work with the purchasing manager and chief financial officer to resolve protests	W	5%
9. Perform other duties as assigned.	Ongoing	3%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in business administration, paralegal studies, business, finance or a related area
- Law Degree preferred.
- Minimum of five (5) years of experience in contract administration and/or purchasing in a public or government setting or a related field
- Certified Professional Public Buyer (CPPB) preferred.
- Any equivalent combination of education, training and experience may be considered.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Ability to travel among district facilities and into the community.
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication and interpersonal relations skills.
- Excellent critical thinking and problem solving skills
- Knowledge of governmental purchasing and contract administration including State of Colorado statutes governing school districts
- Ability to effectively negotiate and execute contracts
- Ability to conduct extensive research and interpret laws and court opinions as related to procurement and contracting
- Ability to prioritize and manage multiple concurrent requests and responsibilities.
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Knowledge of business principles, such as purchasing, materials/logistics management, business and contract law.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Supply Change Management	3012

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Evaluate and process requests for purchase of supplies, equipment and service from district personnel.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle and/or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Up to 10 pounds				X
11 to 25 pounds		X		
26 to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	**Required**
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	**Exposure Level**
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	