

## CONTRACT ADMINISTRATION ANALYST I

### DEFINITION

Performs a variety of contract administration and procurement duties of gradually increasing scope and complexity with increasing requirements of initiative and independence of action.

### TYPICAL DUTIES

Performs a combination of the following contract administration and procurement duties:

- Prepares and may develop routine solicitation documents and specifications for Requests for Proposals (RFPs), Invitations for Bids (IFBs), Requests for Qualifications (RFQ), and other contract-related activities.
- Schedules and conducts pre-bid and pre-proposal meetings and the source selection and evaluation process with administrators, customers, contractors, and other interested parties to clarify statement of work issues and coordinate responses regarding technical issues during the solicitation process.
- Analyzes routine cost proposals, bids, amendments, and change orders and conducts basic negotiations to maximize value and minimize the cost of goods and services to the District.
- Prepares contractual documents consistent with District policies, California Education Code, Public Contract Codes, and prudent procurement and strategic sourcing practices.
- Confers with technical personnel and administrators from various departments about specifications for purchases and prepares, reviews, and modifies specifications as needed.
- Evaluates bids and proposals for responsiveness and responsibility and may prepare award recommendations for management review consistent with established policies.
- Evaluates and processes requisitions and vendor quotes and ensures compliance with applicable codes and District policies and procedures related to insurance, fingerprinting, and tuberculosis clearances.
- Supports schools and offices by providing training, technical assistance, and answering questions on procurement-related matters.
- Researches and prepares reports and correspondence regarding technical contract issues.
- Ensures fair and open competition through the maximization of outreach events and activities, website postings, advertisements, announcements, and meetings.
- Monitors contract compliance, negotiates amendments or change orders, and reviews and approves contractor requests.
- Conducts closeout actions upon contract completion such as final audit, payment reconciliations, and deliverable verifications.
- Confers with vendors, suppliers, and District staff regarding complaints about the quality of services and materials or equipment received.
- Compiles, retrieves, and analyzes various reports related to procurement and contracts.
- May make oral presentations to management and policy makers regarding contract issues.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Contract Administration Analyst I performs contract administration and procurement activities that gradually increase in scope and responsibility, with less delegated authority to approve procurement actions than a Contract Administration Analyst II.

A Contract Administration Manager manages a team that conducts pre and post award contract administration and procurement activities associated with the prequalification, development and/or negotiation of architectural and engineering, procurement, construction, goods, general services, and/or professional services contracts.

A Contract Administration Analyst II performs complex journey-level work in support of contract administration and procurement activities, with greater delegated authority to approve procurement actions than a Contract Administration Analyst I.

## SUPERVISION

General supervision is received from a Contract Administration Manager or other supervisory or management employee. Technical work direction may be received from a Contract Administration Analyst II.

## CLASS QUALIFICATIONS

### Knowledge of:

Applicable local, State, and federal laws, rules, regulations, and policies governing public procurement and contract administration processes

Basic legal terminology related to procurement and/or contracts

Strategic sourcing strategies and best practices related to purchasing and procurement activities

Procurement terminology regarding purchase orders, requisitions, contracts, and delivery order issues

Preparation and interpretation of scopes of work, commonly used contract language and purchase specifications

Various software and computer applications such as Microsoft Office Word, Outlook, and Excel

### Ability to:

Analyze situations, identify problems, and recommend solutions.

Understand, interpret, and apply laws, rules, and procedures related to contracts and procurement

Gather, compile, review, and process data related to contracts and procurement

Communicate effectively, both verbally and in writing

Organize and maintain files and keep accurate records

Work effectively with District personnel, vendors, and others

Conduct basic negotiations with vendors

Use computers with Microsoft operating systems and word processing, database, and spreadsheet software

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a degree in supply chain management, economics, business or public administration, finance, law, or a related field.

### Experience:

One year of experience preparing specifications or solicitation documents for construction, professional service, and/or goods and general service contracts, or reviewing purchase requisitions and issuing purchase orders for commodities.

### Special:

A valid driver's license to legally operate a motor vehicle in the state of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

## SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class  
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