

CONTRACT ADMINISTRATION ANALYST II

DEFINITION

A Contract Administration Analyst II performs journey-level work in support of contract administration and procurement activities.

TYPICAL DUTIES

Performs a combination of the following contract administration duties:

- Develops solicitation documents and reviews and clarifies technical specifications for complex Requests for Proposals (RFPs), Invitations for Bids (IFBs), Requests for Qualifications (RFQ), and other contract related activities.
- Performs detailed analyses on cost proposals, bids, amendments, and change orders to maximize value and minimize cost of goods and services to the District.
- Determines and makes recommendations regarding the timely and most cost effective methods of procuring goods and/or services for District solicitations.
- Schedules, conducts, and leads 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.
- Negotiates contract costs, terms, and conditions with multiple vendors to maximize value and minimize cost of services to the District.
- Drafts and reviews contractual documents consistent with District policies and California Education and Public Contract Codes.
- Evaluates bids and proposals for responsiveness and responsibility and prepares award recommendations for management review consistent with established policies.
- Administers and provides work direction for the preparation and maintenance of contract files and records.
- Researches and prepares reports and correspondence regarding technical contract issues.
- Participates in and conducts training sessions for school/office administrators to assist in compliance with contract policies and to maximize quality of goods and/or services and minimize costs.
- Ensures fair and open competition through the maximization of outreach activities, website postings, advertisements, announcements, and meetings.
- Makes oral presentations to management and policy makers regarding contract issues.
- Attends meetings on behalf of the administration to identify issues and make recommendations regarding changes in processes and/or procedures.
- Conducts contractor debriefings regarding contract awards/non-awards.
- Monitors contract compliance post-award and negotiates amendments or change orders.
- Reviews and approves contractor invoices.
- Conducts closeout actions upon contract completion such as final audit, payment reconciliations, and deliverable verifications.
- Act as a liaison between District sponsors and contractors.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

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 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.

SUPERVISION

General supervision is received from a supervisory or management employee. Technical work direction may be exercised over the work of lower-level staff engaged in the development and administration of contracts.

CLASS QUALIFICATIONS

Knowledge of:

- Applicable local, State, and federal laws, rules, regulations, and policies governing public procurement and contract administration processes
- Legal terminology related to procurement and/or contracts
- Contract terminology, forms, legal entities, signatures, and bonds
- Strategies and practices related to purchasing and procurement activities
- Various software and computer applications such as Microsoft Office Word, Outlook, and Excel

Ability to:

- Proactively analyze situations, identify problems, and recommend solutions.
- Understand, interpret, and apply laws, rules, and procedures related to the contractual obligations of the Board of Education
- Generate and interpret data related to contract negotiations and ongoing Division activities
- Communicate effectively, both verbally and in writing
- Handle multiple projects and assignments and to prioritize and meet deadlines
- Organize and maintain files and keep accurate records
- Work effectively with District personnel, vendors, and others
- Negotiate contracts and service level agreements to obtain the best value
- 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 related field.

Experience:

Three years of contract administration experience which included preparing solicitation documents, and analyzing cost proposals, bids, amendments, or change orders for construction, professional service, and/or goods and general service contracts.

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.

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