



Contracts Technician

Classified Range: 4I

Board Approved: 06/08/23

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under direction of the appropriate administrator, the Contracts Technician performs a variety of specialized and technical work in the administration of various contracts and procurement issues, including maintenance of files, records and reports; and performs a variety of specialized purchasing and fiscal services functions supporting the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Reviews contracts for effectiveness, Education/Public Contract Code compliance, liability factors, and to ensure the use of clear contract language, and verifies proper procurement documents.
2. Assists in the review of laws, regulations, and liability factors pertaining to contracts.
3. Reviews project costs, and reports effect of proposed and/or established contract provisions, policies, programs and activities.
4. Assists in the review and development of contracts for various departments for a wide range of services for District provided services and for receiving services from external entities.
5. Prepares and processes service and independent consulting contracts.
6. Assists in training managers, supervisors, and administrative staff in contract implementation and processing.
7. Represents area of assignment and participates on a variety of committees, task forces, and boards; develops agenda items and agendas; prepares and presents materials, legal reports, and other documents as appropriate and necessary; responds to and resolves inquiries and complaints.
8. Applies District policies, administrative procedures, and other regulations to the area of responsibility.
9. Prepares reports and data for projects including accounting related tasks; gathers information and creates complex spreadsheets and reports; conducts evaluations and makes recommendations on assigned projects.
10. Coordinates the Business Services contract records retention program, updates and maintains the District's contract program.
11. Assists in drafting policies and procedures.
12. Assist with procurement processes and compliance.



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13. Assists in maintaining a supplier and contract database.
14. Assists in the coordination of the District procurement card program and corporate account programs.
15. Assists with and responds to questions and requests for information from students, staff, and the public; answers questions that involve searching for and abstracting technical data; provides detailed explanations and interpretation of rules and regulations as well as policies and procedures related to area of assignment.
16. Utilizes software programs and recommends modifications conducive to increased efficiency.
17. Performs related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought



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Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**



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Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*** Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

- Equivalent to the completion of high school.

Experience:

- Three (3) years of technical purchasing and/or contracting experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.