

2 **CONTRACTS AND LIABILITY SPECIALIST**

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

6 **SUMMARY DESCRIPTION**

7 Under direction of the Business Manager, the Contracts and Property Liability Specialist performs a
8 variety of specialized and technical work in the administration of various contracts and property liability
9 claims management, including maintenance of files, records and reports; and performs a variety of
10 specialized purchasing and fiscal services functions supporting the assigned area of responsibility.

11 **REPRESENTATIVE DUTIES**

12 *The following duties are typical for this classification.*

- 13 1. Reviews contracts for effectiveness and ensures compliance with Education Code and Public Contract
14 Code, liability factors and usage of clear contract language.
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- 16 2. Assists in the review of laws and regulations pertaining to contracts and property liability.
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- 18 3. Reviews project costs and effect of proposed and/or established contracts provisions, policies,
19 programs and activities.
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- 21 4. Assists in the review and development of contracts for various departments for a wide range of
22 services both for District provided services and receiving services from others.
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- 24 5. Prepare and process service and independent consulting contracts.
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- 26 6. Assists in training managers, supervisors and administrative staff in contract implementation and
27 processing.
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- 29 7. Assists in the coordination response to contracts and property liability claims.
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- 31 8. Represents area of assignment; participates on, and provides staff support to a variety of committees,
32 task forces, and boards; develops agenda items and agendas; prepares and presents materials, legal
33 and other documents as appropriate and necessary; responds to and resolves inquiries and complaints.
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- 35 9. Applies District policies, administrative procedures and other regulations to area of responsibility.
36
- 37 10. Participates in coordinating assigned activities and functions with other staff, projects, and functions
38 as well as local, state, and federal agencies/jurisdictions, business partners, and the general public;
39 coordinates with, interacts with, shares knowledge, and develops collaborative relationships.
40
- 41 11. Prepares reports and data for accounting related tasks; gathers information and creates spreadsheets
42 and reports; conducts evaluations and makes recommendations on assigned projects.
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- 44 12. Coordinates the Fiscal Services Contracts Records Retention Program, updates and maintains the
45 District's Contracts program.
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- 47 13. Assists in drafting policies and procedures related to contracts and property liability.
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- 49 14. Assists with procurement processes and compliance.

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51 15. Assists with the budget process; provides assistance in the development of assigned budget; collects
52 and analyzes financial data; reviews and analyzes budget requests; creates data tracking and reporting
53 systems; monitors status.
54
55 16. Assists with and responds to questions and requests for information from students, Staff and the
56 general public; answers questions that involve searching for and abstracting technical data; provides
57 detailed explanations and interpretation of, rules and regulations as well as policies and procedures
58 related to area of assignment.
59
60 17. Utilizes software programs and recommends modifications conducive to increased efficiency.
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62 18. Performs related duties as required.

63 **QUALIFICATIONS**

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

66 **Knowledge of:**

- 67 Principles and practices of public contract and property claims administration.
68 Methods, terminology and procedures used in contracts and property claims administration.
69 Property procedural requirements as they relate to property claims processing and management.
70 Office procedures, methods, and equipment including computers and applicable software
71 applications.
72 Principles and practices of statistical and administrative research and report preparation.
73 Principles and procedures of record keeping.
74 Principles of business letter writing.
75 Principles and practices of customer service.
76 English usage, grammar, spelling, punctuation, and vocabulary.
77 Interpersonal skills using tact, patience, and courtesy.
78 Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the
79 State Education Codes.

80 **Ability to:**

- 81 Perform a variety of specialized and technical work in the administration of various contracts and
82 property claims.
83 Coordinate the District's contracts management program.
84 Understand the organization and operation of the District and of outside agencies as necessary to
85 assume assigned responsibilities.
86 Plan and organize work to meet changing priorities and deadlines.
87 Interpret and apply a variety of contracts rules, laws, and policies.
88 Implement and maintain standard filing systems.
89 Compile detailed information and prepare clear and concise reports.
90 Exercise independent judgment, discretion and initiative in recognizing scope of authority.
91 Operate a computer using word processing, applicant tracking and spreadsheet software applications.
92 Maintain files, records and reports.
93 Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or
94 other agencies on sensitive issues in area of responsibility.
95 Communicate and interact in situations requiring tact, instruction, persuasion, and counseling
96 including conferences, group discussion, individual interviews, and negotiations with vendors.
97 Communicate clearly and concisely, both orally and in writing.
98 Establish and maintain effective working relationships with those contacted in the course of work.

99 **Education and Experience Guidelines**

100 **Education/Training:**

101 A Bachelor’s degree from an accredited college or university with major course work in
102 business administration, accounting, public administration or a related field and two (2) years
103 of experience that includes duties related to contracts and property claims administration.

104

105 Or

106 An Associate’s degree from an accredited college or university with major course work in
107 business administration, accounting, public administration or a related field and four (4)
108 years of experience that includes duties related to contracts and claims administration.

109 Or

110 Any equivalent years of experience (6 years).

111 **Desirable Experience:**

112 1. Master’s degree and One (1) years of experience providing technical and administrative
113 support in contracts or property claims administration.

114 2. Experience in a public agency preferably in the California Community College system.

115 **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

116 *The conditions herein are representative of those that must be met by an employee to successfully perform the*
117 *essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to*
118 *perform the essential job functions.*

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

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

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

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

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