

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Procurement Contract Specialist

Unit: Supervisory and Professional

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Job Code: D1283

Original Date: 05/2024

Last Revision: 05/2024

Staff Type: Classified

FLSA status: Exempt

Salary Range: 10

DEFINITION

Under direction of the Vice Chancellor, Finance and Business Services, or assigned manager, performs complex technical duties involved in the contracting and/or purchasing of District supplies, materials, equipment, and services including preparing detailed bid and proposal specifications; coordinates and facilitates assigned purchasing and contracting operations; and interprets, applies, and ensures compliance with applicable contracting and purchasing laws, codes, policies, and procedures.

EXAMPLE OF DUTIES

1. Perform a variety of technical and complex duties in support of District purchasing and contracting operations.
2. Prepare and write detailed formal and informal specifications for bids and proposals; distribute competitive bid packages, receive bids and proposals; conduct bid openings as required; tabulate and analyze bid data; recommend award based on price and conformance to specifications and compliance with relevant laws and District policies; perform reference checks on contractors/vendors recommended for award of contracts as required.
3. Review and process requisitions for the purchase of materials, supplies, equipment, software and services provide responsible staff assistance with contract development, review, revision, and/or approvals; prepare and submit contract documents for execution by all parties involved; provide training and guidance to District personnel regarding contract administration as assigned.
4. Initiate and prepare a variety of purchasing and contracting documents and materials; submit for execution by all parties using a digital workflow for reviews and approvals.
5. Obtain contract supporting documents such as insurance, endorsement, license, certification, etc. as required by contract scope.
6. Review proposed contracts and other documents for legal compliance and conformance to various governmental rules and regulations including Education, Public Contract, Government, and Labor codes, and other relevant laws, codes, and District policies; make recommendations and suggest alternatives based on outcome of review and research.
7. Review legal contracts for basic requirements and determine necessity of Board approval or ratification; assist in the preparation of Board agenda items and supporting documents; develop, prepare, and forward necessary documents within District timelines, requirements, and guidelines; ensure timeliness of information for required action; prepare monthly contracts report for Board ratification and approval; coordinate follow up activities for Board action as required.
8. Interpret and explain rules, regulations, policies, and procedures related to purchasing and contracts functions to District personnel and the public in accordance with established procedures.
9. Recommend, develop, and implement goals, objectives, policies, procedures, and internal controls for contract overview.

10. Provide responsible office and administrative assistance to coordinate purchasing and contracts operations; review and respond to correspondence and coordinate office communication; serve as a liaison to other District personnel, outside agencies, and vendors on contracting and purchasing matters; respond to questions and requests for information from various internal and external parties; participate in presentations, including preparing information and material.
11. Communicate with other District personnel and departments, attorneys, insurance representatives, consultants, and others to coordinate activities, exchange information, and facilitate purchasing and contracts operations; attend various meetings and participate on committees as required.
12. Perform complex research utilizing various methods; analyze, verify, summarize, and record data.
13. Compose correspondence independently; prepare preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature; maintain confidentiality.
14. Develop and maintain a variety of records and files related to purchasing and contracts.
15. Prepare, review and revise templates; communicate with appropriate District personnel when updates have been uploaded.
16. Obtain proposals for lease purchase contracts; negotiate with vendors/contractors on negotiable items on contracts and agreements; monitor contract renewal dates and other timelines as necessary and advise the responsible party.
17. Contact contractors and vendors regarding discrepancies in invoices, statements, or performance of work; coordinate with accounts payable staff.
18. Lead vendor outreach efforts to assist in developing a diverse base of contractors and consultants, including small business and minority business enterprises.
19. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Automated purchasing software.
- Basic research methods.
- Business letter writing and communications.
- English usage, spelling, grammar, and punctuation.
- Interpersonal skills using tact, patience, and courtesy.
- Methods and techniques of recordkeeping and reporting.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Oral and written communication skills.
- Pertinent federal, state, and local codes, laws, and regulations.
- Practices and principles of contract administration and contract law. Contract management software is highly desired.
- Principles of office management and organization.
- Purchasing methods, policies, and procedures.

Skills and Abilities:

Analyze situations accurately and recommend effective course of action.
Apply professional ethics standards to ensure auditable compliance with all departmental operations.
Communicate clearly and concisely, both orally and in writing, with diverse constituencies within and outside of the District.
Conduct research, compile information, and calculate data.
Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
Interpret and explain legal contracts and agreements.
Interpret, apply, explain, and ensure compliance with applicable contracting and purchasing rules and regulations, statutes, legislative mandates, legal opinions, and District policies and procedures.
Learn District organization, operations, policies, and objectives.
Maintain records and prepare reports.
Perform assigned duties with speed and accuracy.
Perform complex technical work in support of the contracting and purchasing functions.
Plan and organize work to meet changing priorities and deadlines.
Prepare, process, and administer various contracts and agreements.
Review conditions, analyze situations, and take appropriate course of action.
Train, supervise, and evaluate the work of assigned staff.
Understand and follow oral and written directions.
Understand purchasing and contracts functions, operations, policies, and procedures.
Work independently with little direction.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Training and Experience:

Any combination of training and experience equivalent to: a degree in business, law, or public administration or a related field and four years of recent related professional experience in contract management, including two years of supervisory experience in contract development and administration.

WORKING CONDITIONSPhysical Requirements:

Category III

Environment:

Favorable, usually involves an office. Local travel for business meetings may be required.