

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: CONTRACTS ANALYST**

#### **BASIC FUNCTION:**

Under the direction of the Director, Business Services, the Contracts Analyst determines procurement methods, formulation, preparation and finalization of bids, contracts, license agreements, service agreements, maintenance agreements, and equipment leases; and ensures contract and formal bid activities comply with federal, state, and District codes, regulations, laws, and policies.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Analyzes agreements, terms and conditions to provide direction, make recommendations and/or implement modifications to contracts.

Answers inquiries associated with contracts, service agreements, maintenance agreements and equipment leases to ensure that accurate, consistent, and timely responses are provided.

Assists the Director, Business Services, as assigned, to orient and train District managers and staff on contract format, technical correctness and proper procedures to ensure accurate and complete contracts.

Communicates with other district personnel and departments, attorneys, insurance representatives, consultants, inspectors and others, coordinates activities, exchanges information and facilitates purchasing and contracts operations.

Develops, analyzes, and evaluates complex bid specifications to ensure, prior to Board agreement and approval, that specifications meet all of the District's needs and conform to California statutes and District policies and procedures on procurement and contracting.

Develops and implements and retains contract evaluation criteria to provide a sound basis for recommending contract awards.

Evaluates requisitions to determine the appropriate type of procurement method and initiate the bidding process.

Maintains electronic data, tracks contracts and budgets and other contract-related documents and monitors payment of invoices.

Monitors customer satisfaction of goods and services received, resolves complaints and improves the quality of services and products purchased.

Negotiates contract terms and conditions with consultants and suppliers to develop, coordinate and finalize agreements and contracts for submission for Board action.

Prepares, implements and retains a wide variety of written materials related to contract documents, public work contracts, bidding, request for qualifications and proposals in compliance with the law, provides documentation for reference to others, initiates the bid process and follows up throughout the various stages of the bidding process, provides historical records of projects for future reference, and/or addresses regulatory requirements.

Researches new products, contractors, suppliers, equipment and regulations to identify those which will enhance efficiency, effectiveness and/or safety of various operations inside and outside the classrooms, and to ensure conformance of contracts to regulations and budgetary guidelines.

Reviews, researches, and analyzes laws, regulations, proposed legislation and policies to assess their potential impact on assigned purchasing program areas, to recommend appropriate revisions to District policies and procedures, and to assist other staff in coordinating the updating and maintenance of appropriate Board policies and regulations.

#### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Accounting and reporting on service contracts and purchase agreements  
Correct English usage, grammar, spelling, punctuation and vocabulary  
District organization, operations, policies and objectives  
Establishing procedures and guidelines for gathering data to complete complex reports  
Office organization systems  
Operation of computer terminal  
Oral and written communication skills  
Methods and terminology used in contracting and purchasing, real estate transactions, insurance and accounting  
Modern office practices, procedures and equipment  
Principles and practices used in public contracting and purchasing, accounting, and contracting with independent consultants  
State codes and regulations and district policies related to school contracting and purchasing, contracting with independent consultants

**ABILITY TO:**

Analyze laws and regulations and recommend revisions to District policies  
Analyze situations accurately and adopt an effective course of action  
Communicate with others using tact, patience and courtesy  
Confer with vendors, school and district administrators, contractors, government agencies and others  
Establish and maintain cooperative and effective working relationships with others  
Maintain records and prepare reports  
Meet schedules and timelines  
Operate a computer terminal  
Plan, organize and manage contracting and purchasing office systems  
Prepare and monitor service and purchase contracts and agreements  
Prepare, organize and conduct research and compile data to complete complex reports  
Prepare specifications, procedure manuals, vendor lists, bid schedules, correspondence and other written material  
Read, interpret, apply and explain rules, regulations, policies, procedures, agreements, contracts, and insurance policies  
Solicit and evaluate bids and recommend award of contracts in accordance with established guidelines, regulations and state laws  
Understand and use complex software programs  
Work independently with little direction

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business, accounting, finance, public administration, or a related field and three years of professional experience purchasing and contracting for goods and services. California public school district or public agency experience is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's Job Related Proficiency Test.  
Valid California Class C Driver's License and evidence of insurability.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Driving a vehicle to conduct work.  
Indoor office environment.

**PHYSICAL DEMANDS:**

Bending at the waist, kneeling or crouching to file materials.  
Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person or on the telephone.  
Lifting and carrying light objects.  
Reaching overhead, above the shoulders and horizontally to retrieve materials.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.

HAZARDS:

Exposure to heat, dust, and outdoor weather conditions when accompanying contractors to work sites.  
Traffic Hazards.

FLSA Status

Approval Date

Non Exempt

11/15/22, 04/13/23