

CONTRACT ANALYST

DEFINITION

Prepares, negotiates, and executes contracts for the procurement, lease, or maintenance of equipment, materials, and services. Assist in the planning/design phases of campus renovation and special assignments.

SUPERVISION RECEIVED OR EXERCISED

Supervision is received from the Director, Business Services.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Participates in the day-to-day operation of an organizational unit concerned with the contracting for materials, supplies, and services for an extended period of time, and with the leasing equipment.

Administers all formal bidding procedures related to contracts.

Confers with and advises College officials on contract requests, and on the development, preparation, interpretation, and revision of technical specifications for the procurement and lease of materials and services for compliance with law and District policies.

Assists in the development of documents for contractual arrangements between College and various vendors including, but not limited to maintenance contracts, service contracts, performance contracts, etc.

Explains and interprets rules, regulations, policies, and procedures pertaining to contractual agreements to District personnel, representatives of other agencies, and prospective bidders.

Prepares reports for submission to the Board of Trustees.

Prepares written material and presents oral reports concerned with contracts, construction and special campus projects, for and to College personnel and committees and group of administrative personnel.

Acts as a liaison between the District and outside agencies, including school districts, City of Glendale, and CA State Chancellor's office.

Assists in the administration of the District's liability and property insurance programs, and mail operations for the District.

Assists the Director of Business Services in evaluating, revising, and implementing procedures of the office, and participates in the long-range planning of the contractual procurement program.

Assists Director of Business Services with construction contracts and correspondence claims to the State of California for capital projects. Deferred maintenance, equipment and hazardous substances.

Assists in the development of annual Business Services budget.

EXAMPLES OF DUTIES (continued)

Maintains quality control within specified regions of Administrative Services (telephone and mail operations).

Assists in the resolutions of complex problems and issues over contractual interpretations between vendors and users regarding deficiencies in quality of goods or services received by the District, terms and conditions, and completion of projects.

Oversees the processing of the assignment of contracts.

Assists in the review and approval of the contents of legal advertisements and negotiates their placement in newspapers.

Selects, trains, evaluates and maintains schedules of student workers.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

California Education code, Government Code and Public Contract Code regulations involving community college operations.

Contract Law.

Computerized financial systems, specializing in area requisitions and accounts payable.

Contract document development.

Risk Management specializing in liability and property coverage.

Ability to:

Analyze contracts.

Resolve contract problems.

Prepare clear, concise reports.

Understand and interpret laws, rules, policies, and regulations.

Prepare various types of contracts and other types of legal forms.

Deal effectively with College personnel, representatives of contractors, and legal advisers.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Bachelor's degree in Business or closely related field from an accredited college or university.

EMPLOYMENT STANDARDS (continued)

Three years of experience in contracts, public administration or law; including interpreting, preparing, assisting in negotiation and processing of contracts. Additional experience in contract administration may be substituted for the required degree.