

## **CONTRACTS SPECIALIST**

### **CLASS SUMMARY**

Under general direction, plans, organizes, coordinates, assists, supports in the development and control of the district's contract agreements and approval process to provide for more efficient and effective control of contracts as related to the operation of programs and services throughout the district; serves as liaison between the district and outside legal counsel on contractual issues; exercises a high degree of judgment and discernment in handling matters of contracts; performs other related duties as assigned.

### **REPRESENTATIVE DUTIES**

Assists in the design, administration, and implementation of the districts contracts process; coordinates the daily operation of the contracts office; provides technical assistance to all levels of management in regard to contract form, contract process, necessity for outside legal counsel, and other specialized requests; coordinates work with the Risk Manager and Director of Purchasing to ensure timely and complete handling of contractual matters; meets regularly with the Vice Chancellor to inform of the status of contract matters throughout the district; acts as liaison with outside legal counsel on contract matters; determines the need for legal advice on contract issues; initiates regular and closed session items for the Board of Trustees meeting agenda regarding leases, agreements, contracts, memoranda of understanding, and amendments; confirms the availability of funds to support requested contractual matters; maintains the central repository of contracts for all district and college operations; develops and distributes manuals relating to the policy and procedures used for contracting throughout the district; conducts training sessions for college and district employees in regard to contract policy and procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Vice Chancellor or Business Operations and Fiscal Services and works closely with the Purchasing and Risk Management departments and with the Executive Assistant to the Board of Trustees.

### **DESIRABLE QUALIFICATION GUIDE**

#### **Training and Experience**

Any combination of training, education and experience equivalent to a Bachelor's degree with college-level coursework consistent with the assigned responsibilities, or two years of college and an additional two years of work experience. At least four years of progressively responsible work experience related to the assignment; some contracts, insurance, paralegal and/or risk

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management experience is preferred; or any combination of education and experience that would provide the required qualifications.

**Knowledge and Abilities**

Knowledge of: Advanced technical and administrative principles, practices, and procedures of the assigned administrative function; local, state and federal laws and regulations pertaining to the areas of contracts, insurance and risk management; modern office and data processing systems and procedures as they apply to the requirement of this position; administrative survey and reporting techniques; principles of composition, report and proposal writing; English usage, spelling, grammar, and punctuation; research and data collection methods.

Ability to: Review and revise contracts, leases and other legal documents to conform to district standards; analyze and solve problems of organization and management, including designing complex systems to implement solutions and meet the needs of the district; recommend and draft policies, regulations, rules, contracts, directives, and other technical materials; communicate effectively both orally and in written form and carry out oral and written instructions; prepare procedure manual and effective letters, memoranda, and reports; maintain appropriate case files and records; handle sensitive and confidential information related to contracts and other departmental issues; perform paraprofessional work of advanced difficulty in the specialized administrative area; use a high degree of independent judgment and discernment in dealing with outside legal counsel, vendors, grantors, and employees; establish and maintain effective relationships with those contacted in the course of work; communicate effectively with employees and management, especially in those matters relating to contracts and the contract process.