

CONTRACT ADMINISTRATION ANALYST  
ASSISTANT CONTRACT ADMINISTRATION ANALYST

2364  
2365

## DEFINITION

The Contract Administration Analyst provides journey-level work in support of contract administration and procurement activities associated with the development and/or negotiation of architectural and engineering, construction, goods, general and/or professional services contracts. An Assistant Contract Administration Analyst performs less complex acquisitions and contract administration duties and performs fewer and/or less complex negotiation duties.

## TYPICAL DUTIES

Performs a combination of the following contract administration duties:

- Develops solicitation documents and reviews and clarifies technical specifications for Requests for Proposals (RFPs), Invitations for Bids (IFBs), Requests for Qualifications (RFQ), and other contract related activities.
- Performs detailed analyses on contractor cost proposals, bids, amendments, and change orders to maximize value and minimize cost of goods and services to the District.
- Determines and makes recommendations regarding the timely and most cost effective methods of procuring goods and/or services under IFBs, RFPs, and RFQs.
- Schedules, conducts, and leads pre-bid and pre-proposal meetings and the source selection and evaluation process with administrators, customers, contractors, and other interested parties to clarify statement of work issues and coordinate responses regarding technical issues during the RFP process.
- Schedules, conducts, and leads pre-bid meetings with vendors, contractors, and other interested parties to clarify bid requirements and specifications and to coordinate responses regarding issues during the IFB process.
- Negotiates contract costs, terms, and conditions with multiple vendors to maximize value and minimize cost of services to the District.
- Drafts and reviews contractual documents consistent with District policies and California Education and Public Contract Codes.
- Evaluates bids and proposals for responsiveness and responsibility and prepares award recommendations for management review consistent with established policies.
- Administers and provides work direction for the preparation and maintenance of contract files and records.
- Researches and prepares reports and correspondence regarding technical contract issues.
- Participates in and conducts training sessions for school/office administrators to assist in compliance with contract policies and to maximize quality of goods and/or services and minimize costs.
- Ensures fair and open competition through the maximization of outreach activities, website postings, advertisements, announcements, and meetings.
- Makes oral presentations to management and policy makers regarding contract issues.
- Attends meetings on behalf of the administration to identify issues and make recommendations regarding changes in processes and/or procedures.
- Conducts contractor debriefings regarding contract awards/non-awards.
- Monitors contract compliance and negotiates amendments or change orders.
- Reviews and approves contractor invoices.
- Conducts closeout actions upon contract completion such as final audit, payment reconciliations, and deliverable verifications.

Act as a liaison between District sponsors and contractors.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Contract Administration Analyst provides journey-level work in support of contract administration activities associated with the development and/or negotiation of complex procurement, construction, general and/or professional services contracts. An Assistant Contract Administration Analyst has less complex acquisitions and contracts and performs fewer and/or less complex negotiation duties.

A Contract Assistant supervises clerical staff and participates in a variety of technical and clerical processes related to proposals, bids and/or professional service contracts.

## SUPERVISION

General supervision is received from a supervisory or management employee. Work direction may be exercised over the work of lower-level staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Applicable local, State, and federal laws, rules, regulations, and policies governing public procurement and contract administration processes
- Legal terminology related to procurement and/or contracts
- Contract terminology, forms, legal entities, signatures, and bonds
- Theories, principles, and practices of contract administration for public agencies
- Microsoft Office

### Ability to:

- Analyze situations, identify problems, and recommend solutions.
- Understand, interpret, and apply laws, rules, and procedures related to the contractual obligations of the Board of Education
- Use language to facilitate ease of understanding in the preparation of various contracts, related documents, and reports
- Communicate effectively verbally, both verbally and in writing
- Organize and maintain files and keep accurate records
- Work effectively with District personnel, vendors, and others
- Negotiate contracts and service level agreements to obtain the best value

## ENTRANCE QUALIFICATIONS

Contract Administration Analyst

### Education:

Graduation from a recognized college or university, preferably with a degree in engineering, business or public administration, finance, school business administration, law, or related field. Experience in addition to that listed below may be substituted for the required education on a year-for-year basis for up to two years provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Three years of contract administration experience in a formal competitive bid environment negotiating and/or administrating acquisitions for professional services or goods and general services contracts. At least one year of the above experience must have included the development and administration of RFP and/or IFB documentation

or

Three years of architectural, engineering, or construction contract administration experience which included the execution or administration of architectural, engineering, or construction contracts or agreements.

Special:

A valid California Driver License.  
Use of an automobile.

Assistant Contract Administration Analyst

Education:

Graduation from high school or evidence of equivalent educational proficiency, and sixty semester units or quarter unit equivalent from a recognized college or university. Experience in addition to that listed below may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Two years of experience in the preparation, processing, execution, or administration of construction, professional service, and/or goods and general service contracts.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTE:

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised  
06-23-14  
HV