

## CONTRACT ASSISTANT

### DEFINITION

Performs and may supervise a variety of technical and clerical processes related to contracts and associated documentation such as preparing specifications and bid forms, opening and checking bids, preparing amendments to forward to consultants and contracting officers, reviewing insurance certificates, and preparing Board communications, and related documents.

### TYPICAL DUTIES

- Utilizes information from bid forms, tabulation sheets, plans, specifications, contractor notices, and related documents to prepare preliminary drafts and to process amendments to various contractual agreements such as No Cost, Income, Professional Services, Architectural, Engineering, Public Works Construction, and other goods and general services contracts.
- Processes actions to contracts such as Contractors' Assignments, Contractor Change of Name, preliminary notices, stop notices, release of stop notices and withholds, release of bonds, change orders, escrow agreements for substitution in lieu of retention, and bid rejections.
- Reviews insurance certificates for information such as limits of liability per occurrence and aggregate liability, types of coverages, and lists of additionally insured on the policy.
- Recommends the form of contract to be awarded and oversees the preparation of the complete bid package to ensure that it includes the correct administrative and bid forms, general provisions, supplemental special provisions, and specifications.
- Secures necessary department signature approvals for contract documents and fund appropriations.
- Performs and may oversee the typing and checking of bonds, specifications, forms, contracts, and related documents.
- Researches and provides information in person, by telephone, and through correspondence on requirements concerning issues such as contract forms, contract status, non-executed agreements, bonds, insurance, licenses, signatures, specifications, bid procedures, change orders, and payments.
- Maintains records and files on bid guarantees, bonding companies, licenses, insurance, contract payments, and contract progress cards.
- Schedules, prepares copy for, and checks on legal notices or advertising in prescribed newspapers.
- Lists and examines bids for proper form and signatures.
- Prepares and oversees the preparation of official correspondence based on Board action.
- Prepare input to Board reports involving rejection of bids, special change orders, and acceptance of contracts, changes, and bids.
- Conducts bid openings by reviewing bid submittals to ensure that they meet pre-approved District criteria, opening sealed bids and reading them aloud before the bidding public, verifying the prime contractor's licensing status and other information with the Owner Authorized Representative, tabulating the bid, and posting bid results on the District website.
- Reviews, processes, and distributes bid packages and addenda.
- Prepares documentation to close out contracts, including preparation of Notices of Completion that are filed with the County Recorder.
- Prepares contract files for archiving.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Contract Assistant participates and may supervise a variety of technical and clerical processes related to bids and contracts.

A Contracts Supervisor supervises and participates in the negotiation, preparation, processing, and administration of contracts for goods, services, and insurance coverages.

An Assistant Contracts Supervisor assists in supervising the preparation, processing and administration of contracts for goods, services, and insurance coverages.

## SUPERVISION

General supervision is received from an Assistant Contracts Supervisor or other supervising or management Contract personnel. Supervision may be exercised over a small group of clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Contract forms, legal entities, signatures, and bonds
- Legal and contract terminology
- Office practices and procedures
- Supervisory techniques

### Ability to:

- 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
- Ability to use computers with Microsoft operating systems and word processing, database, and spreadsheet software
- Perform simple mathematical computations
- Organize and maintain files and keep accurate records
- Impart and receive information courteously and accurately
- Plan, organize, and oversee the work of a clerical unit

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or equivalent evidence of educational proficiency at the high school level.

Experience:

One year of experience in the preparation or processing of contracts, contract payments, specifications, or related legal documentation.

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  
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JR