

## 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.

Secures necessary department signature approvals for contract documents and fund appropriations.

Checks bonds, specifications, forms, contracts, and related documents.

Assists with research 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, change orders, and payments.

Maintains records and files on bid guarantees, bonding companies, licenses, insurance, and contract payments.

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.

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 Coordinating Contract Assistant organizes the work flow of various units within the Contract Section, acts as liaison between the Procurement Services Division and other departments, and conducts research on the more complex contract issues.

## SUPERVISION

General supervision is received from an Assistant Contract Administration Manager or Contract Administration Manager. Supervision may be exercised over a small group of clerical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Contract forms, legal entities, signatures, and bonds
- Legal and contract terminology
- Office practices and procedures
- Supervisory techniques
- Computer applications such as word processing, spreadsheet, database, and email computer software programs

### 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
- 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
- Utilize various computer applications such as word processing, spreadsheet, database, and email computer software programs

## 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. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
09-05-2019  
JPK