

COORDINATING CONTRACT ASSISTANT

DEFINITION

A Coordinating Contract Assistant monitors and coordinates the work of various specialty units, analyzes work flow processes and makes appropriate recommendations, researches contract issues, and assists in tracking documents and contracts for compliance and currency.

TYPICAL DUTIES

Monitors work flow processes to ensure that contracts and related documents are processed correctly and in a timely manner.
Researches and responds to inquiries regarding complex issues related to bids, performance guarantees, licenses, and assignments.
Acts as liaison on behalf of the Procurement Services Division amongst various District offices and outside organizations.
Monitors contracts, insurance certificates, and performance guarantees for currency and performs related follow-up activities.
Produces routine and specialized reports related to contract productivity and timeliness.
Trains Contract Assistants and may train other clerical staff in office procedures and the use of a contracts database.
Coordinates the screening, moving, and filing of records.
Coordinates responses to requests for records.
Assists with the preparation of reports to the Board of Education.
Processes amendments to contracts.
Prepares copy for, schedules, and reviews legal notices or advertising in prescribed newspapers.
Reviews contractor prequalification files, safety data, and contractor performance evaluation in accordance with District standards and confirms to management the prequalification suitability.
Assists potential contractors with the prequalification process by answering questions.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

An Assistant Contract Administration Analyst has less complex acquisitions and contracts and performs fewer and/or less complex negotiation duties.

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

SUPERVISION

General supervision is received from an Assistant Contract Administration Manager or Contract Administration Manager. Work direction may be exercised over Contract Assistants and other clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Contract forms, legal entities, signatures, and bonds
- Legal and contract terminology
- Office practices and procedures
- Basic principles of systems and procedures analysis for data processing
- District procedures pertaining to contracts, surety bonds, and insurance
- Computer applications such as word processing, spreadsheet, database, and email computer software programs

Ability to:

- Plan, organize, and supervise the work of several units
- Understand, interpret, and apply laws, rules, and procedures related to the contractual obligations of the District
- Organize, maintain files, and keep accurate records
- Impart and receive information accurately and courteously
- Summarize in writing and present legal issues in a clear and concise manner
- Analyze work-flow problems and devise solutions
- Work effectively with District personnel and representatives of contractors and public agencies
- Train and provide work direction effectively
- Maintain confidentiality
- Utilize various computer applications such as word processing, spreadsheet, database, and email computer software programs

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in computer information systems.

Experience:

Two years of experience in the preparation or processing of contracts, specifications, or related legal documents.

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. 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