

Contracts Specialist
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254459>

Downloaded On: Apr. 2, 2025 2:26am

Posted Mar. 14, 2025, set to expire Jan. 28, 2026

Job Title Contracts Specialist

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Mar. 14, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Fiscal Services

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4870393/contracts-specialist>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific

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Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.

- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from the Executive Director of Business Services, performs complex technical duties involved in the contracting and/or purchasing of District supplies, materials, equipment, and services; coordinates and facilitates assigned purchasing and contracting operations; and interprets, applies, and ensures compliance with applicable contracting and purchasing laws, codes, policies, and procedures.

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REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Perform a variety of technical and complex duties in support of District purchasing and contracting operations.

Prepare and write detailed formal and informal specifications for bids and proposals; distribute competitive bid packages, receive bids and proposals; conduct bid openings as required; tabulate and analyze bid data; recommend award based on price and conformance to specifications and compliance with relevant laws and District policies; perform reference checks on contractors/vendors recommended for award of contracts as required.

Review and process contracts for the purchase of materials, supplies, equipment, software and services including construction related services and public works contracts; provide responsible staff assistance with contract development, review, revision, and /or approvals; prepare and submit contract documents for execution by all parties involved; provide training and guidance to District personnel regarding contract administration as assigned.

Initiate and prepare a variety of purchasing and contracting documents and materials including public works contracts, interrogatories, and easements; submit for execution by all parties using a digital workflow for reviews and approvals.

Review proposed contracts and other documents for legal compliance and conformance to various governmental rules and regulations including Education, Public Contract, Government, and Labor codes, contractor's state license board, prevailing wage laws, and other relevant laws, codes, and District policies; make recommendations and suggest alternatives based on outcome of review and research.

Review legal contracts for basic requirements and determine necessity of Board approval or ratification; assist in the preparation of Board agenda items and supporting documents; develop, prepare, and forward necessary documents within District timelines, requirements, and guidelines; ensure timeliness of information for required action; prepare monthly contracts report for Board ratification and approval; coordinate follow up activities for Board action as required.

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Interpret and explain rules, regulations, policies, and procedures related to purchasing and contracts functions to District personnel and the public in accordance with established procedures.

Provide responsible office and administrative assistance to coordinate purchasing and contracts operations; review and respond to correspondence and coordinate office communication; serve as a liaison to other District personnel, outside agencies, and vendors on contracting and purchasing matters; respond to questions and requests for information from various internal and external parties; participate in presentations, including preparing information and material.

Communicate with other District personnel and departments, attorneys, insurance representatives, consultants, inspectors, and others to coordinate activities, exchange information, and facilitate purchasing and contracts operations; attend various meetings and participate on committees as required.

Perform complex research utilizing various methods; analyze, verify, summarize, and record data.

Compose correspondence independently; prepare preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature; maintain confidentiality.

Develop and maintain a variety of records and files related to purchasing and contracts.

Coordinate the development and maintenance of a centralized contract / clause library for District-wide intranet users; prepare, review and revise templates; communicate with appropriate District personnel when updates have been uploaded.

Obtain proposals for lease purchase contracts; negotiate with vendors/contractors on negotiable items on contracts and agreements; monitor contract renewal dates and other timelines as necessary and advise the responsible party.

Contact contractors and vendors regarding discrepancies in invoices, statements, or performance of work; coordinate with accounts payable staff.

Perform related duties as required.

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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Purchasing methods, policies, and procedures.

Basic methods and techniques of contract development and monitoring. Basic knowledge and understanding of contract law.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Contract management software is highly desired. Basic research methods.

Methods and techniques of recordkeeping and reporting. Principles of office management and organization.

Business letter writing and communications. Mathematical principles.

English usage, spelling, grammar, and punctuation.

Pertinent federal, state, and local codes, laws, and regulations. Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

Ability to:

Perform complex technical work in support of the contracting and purchasing functions.

Interpret, apply, explain, and ensure compliance with applicable contracting and purchasing rules and regulations, and District policies and procedures.

Interpret and explain legal contracts and agreements.

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Learn District organization, operations, policies, and objectives.

Understand purchasing and contracts functions, operations, policies, and procedures. Analyze situations accurately and recommend effective course of action.

Interpret, apply, and explain District policies and procedures related to contract requirements and compliance.

Prepare, process, and administer various contracts and agreements.

Ability to:

Maintain records and prepare reports.

Conduct research, compile information, and calculate data.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Apply professional ethics standards to ensure auditable compliance with all departmental operations. Interpret and apply statutes, regulations, policies, legislative mandates and legal opinions.

Make arithmetic calculations quickly and accurately.

Plan and organize work to meet changing priorities and deadlines. Perform assigned duties with speed and accuracy.

Work independently with little direction. Understand and follow oral and written directions.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing, with diverse constituencies within

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and outside of the District.

Establish and maintain effective working relationships with those contacted in the course of work.

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EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to completion of high school and two years of college-level course work in business administration, purchasing, paralegal studies, or a related field.

Experience:

Three years increasingly responsible para-professional purchasing and contract experience, preferably including experience in the purchasing and contracts office of a public agency.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with staff, vendors, and others. At least minimal environmental controls are in place to assure health and comfort.

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Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Supplemental Information

Initial Screening Date: **April 7, 2025**

Range **131** of the **CSEA** Salary Schedule

Work schedule: **Monday - Friday (8:00 AM - 5:00 PM)** - Schedule and shift are subject to change in accordance with the department's needs.

Hour per Week: **40**

Months per Year: **12**

Special COVID-19 Notice:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.



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The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrrinfodesk@socccd.edu.

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Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

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Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact