

Contracts Specialist
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=229556>

Downloaded On: May. 9, 2024 1:39pm

Posted Jan. 26, 2024, set to expire May 27, 2024

Job Title	Contracts Specialist
Department	Purchasing and Contracts
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Jan. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/District-Services/Contracts-Specialist_REQ11868
Apply By Email	
Job Description	

Title:Contracts Specialist

Job Category:CSEA

Job Opening Date:January 25, 2024

Job Closing Date:

Location:District Services

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Work Location:Mission Viejo, CA

Department:Purchasing and Contracts

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

Pay Rate Type:Monthly

Work Days:Monday - Friday

Work Hours:8:00 am - 5:00 pm (Schedule and Shift are subject to change in accordance with the department needs.)

Hours Per Week:40

Percentage of Employment:100%

Months of Employment:12 months

Salary:Starting at \$6,254 per month

Required Documents:

Resume and Cover Letter

Job Description:

C.S.E.A. Classified Bargaining Unit Salary Range 131

Initial Screening Date: February 19, 2024

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Required Documents: Resume and Cover Letter

Applications missing the required documents will not be considered.

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.

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

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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.
- 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.

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

Perform related duties as required.

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.
- 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.

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

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.

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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.

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.

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 remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District 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

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country. SOCCCD will not sponsor any visa applications.

PLEASE NOTE:

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 this District 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 District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

DISABILITY ACCOMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hinfodesk@socccd.edu.

ATTENDANCE REQUIREMENT:

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.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources office upon request.

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EEO/AA Policy

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are 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 our District, 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, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

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

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