

## ASSISTANT CONTRACTS ANALYST

### DEFINITION

Performs a variety of administrative staff work of moderate complexity related to the preparation of contracts and leases for equipment, materials, and services.

### TYPICAL DUTIES

Performs a variety of administrative staff duties of moderate complexity related to the preparation of contracts and leases for equipment, materials, supplies, and services.

Conducts research investigations and studies of various purchasing and leasing needs and options.

Gathers, compiles and analyzes data and prepares reports in graphic, pictorial, tabular, written and oral form related to contracts.

Utilizes the capabilities and functions of standard and specialized office software applications such as data management, spreadsheet, presentation, and word processing in completing assigned projects.

Writes instructions, procedures, and manuals involving administrative and operational activities of the contracts unit.

Prepares reports, presentations, operational documents and correspondence containing descriptive, analytical, and evaluative content related to the contracts unit.

Confers with District and college personnel regarding assigned projects and may make recommendations based on findings.

Develops record systems and may maintain records of business, fiscal and contractual affairs.

May make field surveys and investigations related to procurement and lease specifications.

May expedite requests for the purchase or lease of materials and/or services.

May assist in the preparation of contracts for materials and services by obtaining and assembling information for bid specifications.

May interview sales representatives of current and prospective vendors regarding new and improved products, trade practices, and services.

May provide work direction to lower-level technical and clerical staff.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

An **Assistant Contracts Analyst** performs a variety of administrative staff work of moderate complexity related to the preparation of contracts and leases for equipment, materials, and services.

A **Contracts Analyst** applies a thorough knowledge of contract law and procurement principles in the performance of a variety of complex journey-level staff work related to the negotiation and preparation of bids and contracts for the lease and/or purchase of non-routine or complex equipment, materials, services, and in the supervision of staff.

A **Contracts Manager** applies a thorough knowledge of contract law related to construction, procurement, insurance, real estate, and business management principles in directing, planning, and coordinating the day-to-day activities of a contracts unit engaged in the negotiation, preparation and execution of a variety of contracts for the District.

## SUPERVISION

Immediate supervision is received from a Contracts Manager. Functional supervision may be received from a Contracts Analyst. Work direction may be exercised over lower-level technical and clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Practices and procedures of public and private funding, contracting and procurement
- Principles and practices of business and public administration
- Business law as it pertains to contracts
- Legal, fiscal, and contract terminology
- District business procedures, processes, and policies pertinent to contracts and procurement
- Capabilities of computer systems, software, and hardware common to the business and operational activities of the contracts unit
- Research methods
- Techniques of data collection
- Organizational systems design and analysis
- Office practices and procedures

### Ability to:

- Gather, compile and analyze data related to contracts
- Make accurate observations and obtain objective information
- Interpret and apply laws, rules, regulations, policies and procedures pertinent to contracts and procurement
- Effectively utilize computer equipment and management information systems in the performance of duties
- Make detailed and accurate calculations
- Apply statistical methods of analysis and prediction
- Prepare and present reports in tabular, written, graphic and oral form
- Make routine presentations in a group setting
- Plan and organize work to meet deadlines
- Work effectively with District employees and representatives of public and private agencies
- Learn specific provisions of the Education, Public Contract and Government Codes pertaining to contracting, leasing and procurement
- Learn to prepare contracts involving the procurement and leasing of materials and services
- Learn specialized computer applications

## ENTRANCE QUALIFICATIONS

### Education and Experience:

- A. Graduation from a recognized four-year college or university, preferably with a major in public administration, business administration, economics, law, or a closely related field **AND** one year of full-time paid professional-level experience in public administration, business administration, economics, research, or a closely related field.

**OR**

- B. A master degree from a recognized college or university with a major in public administration, business administration, economics, law, or a closely related field.

### Special:

A valid Class "C" California driver's license.  
Access to an automobile.