

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Contract Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Professional Unit)
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	1004	WORK YEAR:	12 Months
DEPARTMENT:	Administrative Services	SALARY:	Range 69 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	12-17-01
		BOARD REVISION:	07-30-09
		HR REVISION:	03-21-11

BASIC FUNCTION:

Perform independent, specialized duties requiring independent judgment and analysis related to public construction contracts, professional services, specialized services, other agreements, and district financial and contract records and reports. Prepare various related reports as required internally, and by local, state, and/or federal sources, and local oversight committee(s). Monitor costs, and provide information related to availability, accessibility, appropriateness of funding sources, district procedures, contracting, and other fiscal areas.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform independent, specialized duties requiring independent judgment and analysis related to public construction contracts, professional services, specialized services; maintain various financial and contract records. **E**

Prepare appropriate documents for public construction projects, construction contracts, professional agreements, specialized services, and other agreements; assure compliance with California Public Contract Code, various local, state, and/or federal reporting requirements, guidelines, rules, and regulations, as well as district procedures and policies; provide technical assistance and information. **E**

Prepare detailed Request for Proposals (RFP) and publicly bid projects; prepare and arrange for publication of required Notice to Contractors according to the Public Contract Code; arrange for pre-bid walks as necessary; issue addenda during the bidding period as necessary. **E**

Open and announce bid results on the designated date, time, and place per the Notice to Contractors; record bid amounts; determine if bids are responsive and contractors are responsible; confirm the apparent low bidder; notify requesting department of bid results and recommendation. **E**

Forward recommendation to the Board of Education for approval; prepare a Notice of Selection after Board approval; notify the contractor of the bid award, and inform contractor of contract requirements; issue the Notice to Proceed after contract requirements are met. **E**

Review and process change orders for construction projects; respond to and process escrow agreement requests; respond to stop notices, as required; record approved Notices of Completion. **E**

Prepare a Notice to Contractors regarding the district's intention to update the list of qualified contractors to be notified of public works projects advertised under the informal bidding rules per Public Contract Code. **E**

Prepare contract documents for board approval as specified by Board Policy and Public Contract Code. **E**

Prepare, review, edit, and approve contracts, proposals, and requisitions as required. **E**

Analyze highly complex technical accounting procedures, and prepare reports including graphic displays; analyze highly complex processes and procedures, and implement appropriate accounting systems. **E**

Generate, maintain, and analyze spreadsheets, records, and reports; verify expenditures, and assure compliance with regulations. **E**

Respond to questions related to public construction projects, professional services, and specialized services from staff and the general public. **E**

Prepare and deliver presentations. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in accounting or related field, and six years of increasingly responsible experience in accounting, auditing, financial, public works projects, or statistical record-keeping.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding	60 Correct WPM
Word.....	95% Overall Score
Excel/Access	95% Overall Score
General Accounting.....	95% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Government accounting principles.

California school district fiscal and budget procedures, and reporting requirements.

Preparation of financial reports and schedules.

Local, state, and federal reporting and accounting guidelines, rules, and regulations.

Technical aspects of field of specialty.

Applicable sections of the State Education Code, California Public Contract Code, California Public Records Act, other laws, rules, and regulations related to assigned activities.

District organization, operations, policies, and procedures.

Operation of a computer, related software, and standard office equipment.

Paperless electronic filing systems.

Research methods, and report writing and recordkeeping techniques.
Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
Interpersonal skills using tact, patience, and courtesy.
Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
Analyze and interpret complex fiscal records and documents.
Prepare and deliver effective presentations.
Operate a computer, related software, and standard office equipment.
Research, analyze, compile, and verify data, and prepare accurate and complete financial reports.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
Exercise analytical and independent judgment.
Analyze situations accurately, and adopt an effective course of action.
Work confidentially with discretion, and complete work with many interruptions.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Communicate effectively, both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work in a team environment.
Compose correspondence and written materials independently.
Lift light objects according to safety regulations.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, and bend at the waist to retrieve and store files from cabinets and shelves; hear and speak to exchange information and deliver presentations; see to read and assure accuracy of financial and fiscal records and reports; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

APPROVALS:

Robert R. Garcia, Chief Human Resource Services Officer

Date

Jonathan P. Raymond, Superintendent

Date