

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: **CONTRACT ANALYST**

WORK YEAR: **12 Months**

VACATION: **27 Days**

SALARY: **Range 16**

REPORTS TO: **Deputy Superintendent, Business Services and
Governmental Relations**

BASIC FUNCTION:

Under general direction of the Deputy Superintendent, Business Services and Governmental Relations reviews, analyzes and performs technical work for the category and content of contracts which the District undertakes to acquire goods, services and licenses. The Contract Analyst must have a thorough knowledge of applicable laws and regulations for formulating contract documents, amendments, negotiating contract terms and conditions and monitoring contract performance. Perform other technical writing including preparation of policies, rules, regulations, procedures, and specifications.

REPRESENTATIVE DUTIES:

Coordinate contract process including transactional documents, requestor requirements, provider pre-qualifications, draft agreements, review and revise provider agreements, negotiate contract language, and maintain thorough documentation of contract status.

Work with District staff to develop contracts from initial inception to completion; provide technical advice to department and school administrators.

Review provider insurance documentation, maintain insurance certificate database.

Work with District legal services to perform duties and resolve irregularities. Assists in the research, analysis and interpretation of legal issues and writings.

Develop solicitation documents and prepare, review and clarify technical specifications for Request for Proposals (RFPs), Invitations for Bids (IFBs), Requests for Information and Qualifications (RFI/Q), and other contract related solicitations.

Negotiate contract costs, terms and conditions with multiple vendor/providers to maximize value and minimize cost of services to District. Document negotiated terms and conditions in contract language.

Administer and provide work direction for the preparations and maintenance of files and records, including computer database files, logs, electronic images, electronic document distribution and manual filing.

Ensure fiscal and regulatory compliance of contracts.

Develop and maintain computer database files for tracking and filing contracts, budgets, insurance certificates and other contract-related documents. Monitor payment of invoices. Enter, process and monitor requisition and purchase order data.

Formulates and revises District policies, rules, regulations, and procedures. Work with District staff to develop policies, rules, regulations and procedures from initial inception to completion.

Receive and respond to internal and external inquires related to the job class; draft correspondence.

Prepare Board of Education agenda material and related supplemental paperwork in support of contracts, and related duties.

Perform independent research and analysis; prepare analytical or special reports, correspondence and memoranda.

Serve as the District's internal Notary Public.

Perform other duties reasonably related to the job class.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, policies and regulations regarding contracting and government contracts.

Legal terminology related to contracting and government contracts.

Technical production of transactional documents.

Principals, practices, trends, goals and objectives of school contract administration and management.

Strong working knowledge of PC software applications used for word processing, spreadsheets, databases, document imaging, and document formatting.

General purchasing policies and procedures.

Record keeping, reporting.

Effective human relations skills in working and communicating with others.

ABILITY TO:

Write clearly and accurately to identify and describe technical procedures, service delivery methodology and billing procedures.

Evaluate and analyze problems, issues and concerns and recommend appropriate alternative solutions regarding past, current and/or potential contract issues.

Demonstrate leadership qualities, techniques and strategies in working with others to make effective and timely decisions.

Manage workload and establish priorities for work production.

Utilize various computer programs.

Understand and communicate effectively in oral and written form statements of fact.

Maintain cooperative working relationships with those contacted in the course of work.

Keep accurate records and prepare reports as required.

Operate computers, computer programs and other standard office equipment.

EDUCATION AND EXPERIENCE:

Any combination of training and experience and/or education equivalent to BA or BS degree in business or public administration or a related major and four years of recent, directly related experience in contract administration in a large public agency environment or related field.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation. California Notary Public, or ability to obtain such certification within 90 days of employment at District's expense.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and provide work direction in English.

Seeing to read, prepare, and proofread various materials.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a personal computer, calculator or related equipment.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Lifting light objects.