

## **CONTRACT ANALYST**

### **DEFINITION**

Under the supervision of the Associate Superintendent of Business Services, the Contract Analyst performs highly specialized and complex analytical and technical work involving the negotiating, research, development, and managing of legal contracts. The Contract Analyst is also responsible for handling all details to ensure contracts are appropriately processed.

### **ESSENTIAL DUTIES**

- Negotiates vendor contract costs, terms, and conditions with multiple vendors to maximize value and minimize cost of services to the District
- Drafts and reviews contractual documents consistent with District policies and California Education and Public Contract Codes
- Acts as a consultant to departments and employees on contract provisions and acts as a resource person to vendors
- Researches and develops legal agreements and contracts as requested by district departments, utilizing information, data and verbal information from a variety of school district managers including services between district, private vendor contracts, lease contracts, consulting contracts, film rental contracts, joint powers agreements and other agreements
- Coordinates efforts with legal counsel in the review and approval of contractual agreements
- Prepares reports and reviews Board items related to contracts
- Reviews and prepares reports related to contracts
- Attends Board meetings and other meetings, as required
- Provides information and assistance related to contracts to district personnel and members of the public
- Initiates and maintains coordination and communication between departments and with vendors as necessary for contract administration
- Develops interdepartmental procedures for contract supervision.
- Consults with County Counsel and other legal authorities in the construction of contracts
- Monitors renewal of contracts upon expiration
- Monitors and maintains contracts, records, files and databases for associated contracts
- Distributes copies of contracts to appropriate parties
- Initiates correspondence
- Develops and designs forms as needed
- Performs other job related duties as assigned and/or required

### **QUALIFICATIONS**

**Knowledge of:** principles and practices of contract negotiation and contract management, contract analysis, contract constructions, format, language and law, legal principles, terminology and phraseology, English usage, spelling, grammar and punctuation, modern office practices, including principles and procedures of recordkeeping, public sector purchasing procedures pertaining to contract management, obtain and analyze pertinent information and data from managers, vendors, legal references and other sources.

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**Ability to:** research, develop and write a variety of legal documents, agreements and contracts utilizing written and verbal information and data from any and varied sources; learn, interpret, and apply provisions of the California Education Code, Administrative Code, Government Code, Administrative and departmental policies, and other applicable laws and regulations; read and comprehend complex legal documents and financial directives and records; carry on simultaneous projects with close attention to detail, schedules, and deadlines involving legal constraints; effectively use a computer for a variety of tasks, including document preparation, file management, spreadsheet construction, analyze data and situations carefully; uses good judgment and resourcefulness to adopt effective courses of action; prepare and maintain financial and other records; understand and carry out oral and written directions; work effectively in the absence of supervision; communicate effectively, both orally and written; establish and maintain cooperative working relationships with those contacted in the course of work; design forms, procedures, and record files.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

**Experience:** Two years of recent technical experience in vendor contract research, development, management or negotiations.

**Education:** An Associate's degree from an accredited college or university; OR sixty (60) semester units, from an accredited college or university.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier.

(Revised 10/30/2019)