

MT. DIABLO UNIFIED SCHOOL DISTRICT

**CONTRACT ANALYST**

**Summary Definition**

Under the direction of the Director, Purchasing and Warehouse, **draft**, oversee and assure proper compliance of districtwide contracting for public works projects, independent services contracts, commodities contracts, and agreements. Oversee, facilitate and assure proper compliance of districtwide fixed asset management including GASB (Governmental Accounting Standards Board) requirements. Adherence to sound business management principles and requirements of Federal and State laws.

**Directly Responsible To**

Director, Purchasing and Warehouse

**Examples of Duties (to include, but not limited to:)**

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

1. Research and develop contracts for the more complex District projects, including construction and formal bids for products and services. **E**
2. Manage accounts and services such as leases, contracts, maintenance agreements, and license renewals. **E**
3. Compile and reconcile accounts for District contracts, leases, and agreements as appropriate. **E**
4. Adhere to various codes and legal requirements, including but not limited to Public Contract Codes, State Education Codes, Government Codes, California State Board of Education, and District Board Policies. **E**
5. Assist administrators and department heads in matters pertaining to contracting and procurement, **including drafting of such contracts, bids, and requests for proposals.** **E**
6. Assure fiscal accountability of District contracts, leases, and agreements to which assigned. **E**

7. Development, monitor, and maintain all fiscal reporting and budgeting requirements of District contracts, leases, and agreements. **E**
8. Track fixed assets in BPlus system. **E**
9. Track capitol assets, including depreciation for GASB reporting. **E**
10. Prepare and reconcile fixed asset reports in BPlus system. **E**
11. Track and maintain location of districtwide fixed assets. **E**
12. Perform other related duties as assigned.

**DESIRED QUALIFICATIONS:**

**Knowledge of:**

1. School districts purchasing policies and procedures.
2. **Experience in drafting complex contracts for construction bids, procurements, and leases.**
3. Applicable sections of State Education Code and Public Contract Code.
4. Proficient in Excel, Word, PowerPoint, Access, Outlook, and Internet searches.
5. Recordkeeping and report preparation techniques.
6. Operations of computer and assigned software.
7. Research and development skills/methods.
8. Oral and written communication skills.
9. Interpersonal skills using tact, patience, and courtesy.
10. Principles and practices of administration and training.
11. Correct English usage, grammar, spelling, punctuation, and vocabulary.
12. Modern office practices, procedure, and equipment.
13. Perform technical duties in the preparation of contracts and agreements.
14. Perform technical duties in the preparation and management of fixed assets.

15. Perform technical duties in the preparation, management, and depreciation of capital assets.
16. Understand and follow oral and written directions.
17. Plan and organize work.
18. Meet schedules and timelines.
19. Work independently with little direction.
20. Maintain consistent, punctual, and regular attendance.
21. Sit or stand for extended periods of time.

**Skill In:**

1. **Handling confidential information with discretion.**
2. **Establishing and maintaining effective working relationships.**
3. **Interpersonal skills using tact, patience, and courtesy.**
4. **Leadership of teams and departments.**

**Education and Experience:**

**Any combination equivalent to:**

1. Bachelor's degree in Business from an accredited institution, and course work in purchasing, business administration, accounting technology, or program management, and three years' experience in accounting, purchasing, or contracting.
2. Additional education, training, or experience which demonstrates the ability to perform the required duties may be substituted for a year of experience and degree, **such as construction management, or paralegal specializing in contract and/or education law.**

**Licenses and Other Requirements:**

Possession of a valid California Class C driver's license, and proof of insurance are required.

**Environment:**

**Office environment, driving a vehicle to conduct work. With or without accommodation, the ability to see and hear to conduct work and speak to exchange information. The ability to stand and sit for extended periods of time, reach overhead, above the shoulders, and**

**horizontally, or bend at waist to retrieve and store files. Reading, writing, operating computer keyboard.**

**Physical Abilities:**

**Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.**

Diablo Managers Association

Range 5 – 261 Days

Adopted by the Board of Education: February 25, 2019

Revised: