CONTRACTS AND PROCUREMENT SPECIALIST

DEFINITION

Under the general supervision of higher level staff, coordinates, oversees, and performs specialized and technical work related to competitive bids for goods and services, contract administration and the City's centralized purchasing and procurement functions; performs all other related duties as assigned.

CLASS CHARACTERISTICS

This classification is distinguished by its responsibilities for performing specialized and technical contract and purchasing duties, including administrating technical specifications for competitive bids, ensuring compliance with appropriate laws, regulations, policies and procedures as it pertains to contracts, competitive bids and the City's centralized purchasing and procurement functions; and knowledge and understanding of necessary insurance requirements and documents, and appropriate transfer of risk from liability for the City, and of the Public Contract Code. Duties are performed under the supervision and direction of higher level staff, but performance of duties requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF DUTIES – duties may include, but are not limited to the following:

- Reviews and modifies specifications and bid proposal documents to ensure documents are prepared accurately in accordance with Public Contract Code and other required standards and procedures.

- Reviews contracts and contractor bid proposals for accuracy, compliance and bid responsiveness, including ensuring contracts comply with insurance and bonding requirements.

- Coordinates and oversees the formal bid process for purchase of equipment, supplies and services for the City.

- Prepares contract documents and coordinates processing of same between the contractor, City staff, and the signing authority on all applicable projects.

- Coordinates with departments in preparing and issuing Notices of Award and Notices to Proceed.

- Interprets and explains policies and procedures regarding the contracting process, certified payrolls and prevailing wage rates.

- Coordinates insurance requirements for construction contracts and professional services agreements; including ensuring ongoing compliance as applicable.

- Coordinates purchases through state cooperative purchasing programs, and other programs such as Western States Contracting Alliance Cooperative Purchasing (WSCA).

- Reviews and approves purchase orders and requisitions for accuracy and compliance with the City's purchasing policies and requirements; including ensuring accounts have adequate funds available for items being purchased.

- Prepares and processes purchases orders, purchase order adjustments, and encumbrance liquidations; including inputting and processing in the City's electronic financial system.

- Confers with multiple vendors as to availability of goods, prices, deliveries, discounts and changes in supplies, materials and equipment offered for sale.

- Facilitates flow of purchasing information from departments through accounts payable and resolves problems that may arise between City and vendors regarding billing, product quality, and shipping.

- Initiates and maintains service agreements with service vendors and contracts with representatives of manufacturing and commercial firms.

- Coordinates the sale of surplus equipment.

- Trains and advises staff regarding City purchasing, competitive bid, and contract compliance processes and procedures.

- Performs all other related duties as assigned.

REQUIREMENTS

Knowledge of: Federal, state, and local laws and regulations as it pertains to government bidding and contracting, including knowledge of the Public Contract Code and federal and state prevailing wage laws; federal, state, and local municipal purchasing laws and procedures; Principles, practices and regulations affecting government purchasing, bid preparation, solicitation, award and evaluation; principles, practices and techniques for developing purchase agreements and contracts, requisitions and purchase orders; methods of purchasing by specification and competitive bidding; insurance standards, forms and language, including assessment of liability and risk transference; the use of personal computers and applicable software programs; basic math and public construction accounting procedures; and report and business writing principles and practices.

Ability to: Read, comprehend, explain, and apply specifications, laws, and codes related to contract administration and purchasing; perform math calculations and cost-benefit analysis; prepare written materials; use standard office equipment, including personal computers and applicable software programs; develop and maintain accurate records; use sound independent judgment within general policy and procedural guidelines; prepare written and oral reports; establish and maintain effective and cooperative working relationships with others contacted in the course of work.

OTHER REQUIREMENTS

- Possess a valid California Driver's License.

PHYSICAL REQUIREMENTS

Work is generally performed in an office environment. Must be able to perform the physical aspects of the job, including sitting for periods of time; operate standard office equipment,

including a computer; hearing and speech to communicate in person and over the telephone; lift, push, pull, and carry up to 25 lbs.

EXPERIENCE AND TRAINING

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree in business administration, public administration, or related field, and at least three (3) years progressively responsible experience in public contract administration, including related insurance requirements and purchasing. Additionally, some knowledge of or experience in the construction trades is desirable.

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