



POSITION DESCRIPTION

JOB TITLE: Contracts Administration Specialist Job Class:	
DATE	Office of the Chief Financial Officer Procurement
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Supports district contract centralization and Administrative Policy 3.09. The position monitors all contracts to meet compliance and administration of Board policies regarding internal controls for contracting. The efforts include review of contracts for signature authority; competitive environment documentation; contract change requests; closing of contracts and removal of encumbrances; scanning of contracts to enable document retrieval. Maintains contract requirements for data confirmation to ensure that invoice data submitted by service providers has complete review.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Verifies submitted documents for completeness and compliance with Admin 3.09 Policy to prepare a complete contract package.
2. Processes vendor award letters and contracts for signatures.
3. Processes requests for contract change requests.
4. Maintains and retrieves contract documents as needed.
5. Actively supports the MPS Strategic Plan.
6. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Regular supervision provided by the Director, Procurement Services

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Provides direction on contract compliance to staff

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A bachelor's degree in business or a related field.

Experience Requirements

One to three years working in a similar environment is required, public sector experience is desired.

Knowledge, Skills, and Abilities

Effective oral and written communications skills are essential. Knowledge of Administrative Policy 3.09 guidelines, Procurement Policies and Procedures is required. Demonstrate attention to detail is necessary. Detailed knowledge of Microsoft Office software, specifically, Word, Excel and PowerPoint is required. The ability to work in a diverse team environment is necessary. Skill with positive conflict resolution and the ability to effectively work and communicate with staff and district from diverse cultures or backgrounds. Must be able to work harmoniously with others. A thorough understanding of procurement/purchasing requirements and knowledge of rules, regulations and board policies as related to procurement practices is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.