

**CLASS SPECIFICATION**  
**Contracts Technician**

FLSA Status: Nonexempt  
EEOC Job Category: Office and Clerical  
Union Representation: Represented

**GENERAL PURPOSE**

Under general supervision, prepares, modifies, processes and tracks a wide variety of contracts and agreements on behalf of the District; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Contracts Technician is responsible for preparing, modifying, processing, monitoring and tracking District contracts and agreements. An incumbent ensures that contracts include appropriate clauses, terms and conditions and modifies standard contracts and agreements to meet special requirements. An incumbent is also responsible for tracking and monitoring District contracts, agreements and institutional memberships to ensure proper payment and monitor contract expiration and termination dates.

Contracts Technician is distinguished from Contracts Supervisor in that an incumbent in the latter class is responsible for supervising, directing and performing contract preparation, review and processing duties and functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Prepares a variety of contracts and agreements from standard forms, ensuring that contracts include appropriate clauses, terms and conditions; prepares Board agenda descriptions and mandated cost forms for contracts and agreements; assists District legal counsel in the development of contract language and negotiation of agreements with contractors; works with property and liability insurance providers to review indemnity language in District agreements; works with new vendors to establish clearly defined scope of services; modifies standard contracts and agreements to meet special requirements; prepares documents for signature; initiates actions to obtain insurance certificates.
2. Receives and reviews contract request forms for content, accuracy, completeness and compliance with applicable rules, regulations, policies and procedures; meets with District staff to gather information required for the development of contracts or agreements.
3. Develops and maintains contract and agreement tracking systems; enters contract and agreements information in the District's information system for payment processing; forwards agreements and contracts to accounts payable for payment processing; tracks existing contract expiration or termination dates and provides timely notices to appropriate departments and staff; assists in revalidating contracts.

4. Tracks and monitors institutional memberships; prepares lists for Board approval and compiles new Board actions as required; forwards paperwork for payment.
5. Processes incoming donations; prepares Board agenda items and coordinates processing of documents with Purchasing staff; prepares letters of appreciation for donors and forwards for signature.
6. Creates and maintains contract files and records.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Practices, methods and procedures of public agency contracting.
2. Basic principles, practices and techniques of drafting contracts and agreements and standard contract language.
3. State and federal laws and regulations and District policies governing contracting activities.
4. Basic insurance requirements for District contractors.
5. Administrative practices and procedures, including record keeping and filing practices and procedures.
6. Modern office methods, practices and equipment.
7. Basic research techniques, methods and procedures.
8. Operation of standard business software and equipment.
9. Basic math.
10. Principles and practices of sound business communication.

### **Ability to:**

1. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
2. Create and modify a variety of contracts and agreements in accordance with established procedures.
3. Read, understand and apply contract development provisions and requirements.
4. Communicate clearly and effectively, both orally and in writing.
5. Understand, interpret, explain and apply applicable laws, codes and ordinances.
6. Present technical information clearly, logically and persuasively.
7. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
8. Prepare clear, concise and accurate reports, correspondence and other written materials.

9. Operate a computer using word processing and other business software and other standard office equipment.
10. Organize and maintain specialized files.
11. Maintain confidentiality of District files and records.
12. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
13. Establish and maintain effective working relationships with District management, staff, contractors and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of progressively responsible clerical or office support experience providing familiarity with procurement and contracting practices and procedures; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with frequent interruptions, and interact with District management, staff, contractors and others encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.