



CONTRACTS TECHNICIAN

FC: 000049
PG: OT-SEIU
FLSA: Non-Exempt

PC: 036
BU: 02 (SEIU)
Created: June 2011

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, implements and expedites a variety of contracts agreements for materials, and services and other items in support of the functions of Contract Administration; assists with the preparation of formal and informal requests for proposal and/or bids, analyzes proposals and bids, makes recommendations of award and performs related duties as assigned.

CLASS CHARACTERISTICS

This class is a bridging class between the Contract Administration support classes and the professional Contract Administrator series. While some of the work is clerical in nature, incumbents perform some technical expediting and procurement work to support the functions of the Procurement Department. The incumbents assist with the preparation, analyzing and recommendation of awards.

REPORTS TO

This position reports to the Manager of Contract Administration or his/her designee

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

1. Assists in the preparation of a variety of formal and informal requests for proposal, requests for bid and review of specifications and scopes of work for materials, equipment, supplies and services; confers with the requesting department to ensure that correct information is processed.
2. Assists in the production and distribution of requests for proposal and requests for bid.
3. Obtains comparative data regarding price, quality, quantity and availability of materials, supplies, equipment and services.
4. Places orders as appropriate; expedites purchase orders/ requests.

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5. Determines the reason for delivery or other problems, and follows up as required.
6. Alerts user departments of change in orders; maintains various files and records.
7. Reconciles purchase orders/requests; compiles statistical data and prepares periodic and special reports.
8. Processes correspondence reports and forms from drafts, notes or brief instructions.
9. Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.
10. Inputs information into an on-line computer system; operates standard office equipment.
11. Directly supports staff in soliciting quotes, preparing bids and creating purchase orders/requests.
12. Interacts with user departments, consultants and suppliers to ensure quality and on-time deliveries of materials, supplies, equipment or services.
13. Alerts user departments of changes in contract status.
14. Assists Procurement staff in developing diversified sources for the purchase of materials and supplies.

QUALIFICATIONS

Knowledge of:

Procurement principles and practices governing public transit agencies.

Office management practices and procedures including filing and the operation of standard office equipment.

Standard procurement references sources of transit materials, supplies and equipment.

Correct English usage, including spelling, grammar and punctuation.

Online computer procurement software principles.

Skill in:

Making accurate arithmetical calculations.

Maintaining accurate records and files.

Preparing clear and concise written reports and correspondence.

Researching and summarizing various materials.

Problem-solving and proposing suggestions for continuous improvement.

Reading and interpreting rules, policies and procedures.

Composing routine correspondence from brief instructions.

Using initiative and sound independent judgment within established guidelines.

Establish and maintain effective working relationships with those contacted in the course of the work.

Operating standard office equipment including an on-line computer system and procurement software.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or recognized equivalent.

Experience:

Four (4) years of (full-time equivalent) verifiable experience in direct procurement or contracting support, or similar work which included the maintenance of detailed records and preparation of reports.

WORKING CONDITIONS

Environmental Conditions:

Exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC Code: 02

Safety Sensitive Designation: No