

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: CONTRACT TECHNICIAN****BASIC FUNCTION:**

Under the direction of an administrator, the Contracts Technician is responsible for developing, processing, and monitoring general contracts and contracts related to bids, public works, leases, services, maintenance projects, and the development of all bids and request for proposal documents. This position applies program guidelines, California law, and Board policies to individual contracts to ensure consistency and accuracy. The Contracts Technician is also responsible for handling all details to ensure contracts are appropriately processed.

**ESSENTIAL DUTIES:**

- Prepares a variety of contracts and agreements from standard forms ensuring contract include, appropriate clauses, terms and conditions; prepares Board agenda descriptions for contracts and agreements; work with legal counsel in the development of contract language and negotiations of agreements with contractors; works with insurance providers and risk management department to review indemnity language and 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
- Prepare in the development of requests for proposals and/or preparation of formal and informal bid documents, specifications and cooperative purchases agreements for a wide variety of professional services, equipment acquisition, construction, maintenance, and other complex procurements, including advising project managers in the evaluation of the proposals/bids.
- Provides direction, research and assistance to school district personnel and external contractors on contract services and/or materials and acquires information from vendors for the purpose of procurement;
- Receives and reviews contract request form for content, accuracy, completeness, and compliance with applicable rules, regulations, policies and procedure; meet with district staff to gather information required for the development of contracts or agreements
- Plans, organizes, coordinates, and participates in the procurement of services, supplies, equipment, and technological systems.
- Tracking and monitoring to ensure proper payment and contract expiration and termination dates using computer software; develop and maintain contract tracking systems; enter contracts in District financial systems
- Monitors the contract process for the development and implementation of contracts with contractors, vendors, consultants and various other agencies.
- Monitors and maintains contracts, records, files and databases for associated contracts.
- Provides technical direction and assistance to clerical staff
- Reviews and prepares financial reports
- Provides information and assistance to district personnel, members of the public and employees of State agencies
- Receives and composes correspondence.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE/ABILITIES**

Knowledge of modern office methods, procedures, and techniques.

Knowledge of general office procedures, English usage, spelling, grammar, punctuation, and general contract and bid requirements.

Knowledge of standard office machines and equipment, copiers, computers, and related software.

**KNOWLEDGE/ABILITIES (CONTINUED)**

Ability to perform complex clerical work including arithmetic calculations

Skill in monitor fiscal and legal transactions, using standard office equipment.

Ability to establish and maintain a variety of specialized and complex records, files, and operational systems using a computer.

Ability to communicate effectively in oral and written form.

Ability to understand and carry out oral and written directions.

Ability to establish and maintain cooperative working relationships.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and college-level coursework (12 semester units) in a related field and three years of progressively responsible experience in procurement or contracting practices and procedures.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers for fine manipulation.

See to read a variety of materials.

Hear and speak to exchange information.

Sit and stand.

Twist and turn of head and neck.

Reach overhead, above the shoulders and horizontally.

Bend the waist, kneel or crouch to file materials.

Lift and carry light objects weigh up to 10 pounds.

Push and pul objects up to 35 pounds.