



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Contracts Analyst I/II
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### GENERAL PURPOSE

Under general supervision (Contracts Analyst I) or direction (Contracts Analyst II), solicits proposals and independently reviews, analyzes and writes both standard and non-standard District contracts and agreements; applies contractual standards and provides technical support for the consistent administration and management of consultant and/or inter-agency agreements; assists in the drafting of legal agreements and administers financial and other provisions of inter-agency agreements, service level agreements, revenue generating leases, and utility incentive programs; and performs related duties, as assigned.

### DISTINGUISHING CHARACTERISTICS

Contracts Analyst I: This is the entry-level classification in the Contracts Analyst series. Initially under close supervision, incumbents learn and perform routine duties while learning District policies, procedures, systems, methods and requirements. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Contracts Analyst II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Contracts Analyst II: This is the fully qualified journey-level classification in the Contracts Analyst series. Positions at this level are distinguished from the Contracts Analyst I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Contracts Analyst I) or direction (Contracts Analyst II) from the Contracts Manager. Exercises no direct supervision over staff.

#### **TYPICAL 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 position.*

*Positions at the Contracts Analyst I level may perform some of these duties and responsibilities in a learning capacity.*

- Develops both standard and non-standard contracts and legal agreements for professional services, real estate sales and leases, asset sales and purchases and other specialized services and arrangements.
- Develops formal and informal bids, Request for Qualifications (RFQs) and Request for Proposals (RFPs), ensuring that all applicable legal and contractual provisions are included; works with departments to ensure requirements are clear and understood; gathers data and develops specifications and resolves problems and complaints; directs and participates in the solicitation, evaluation and award of RFQs and RFPs; conducts pre-bid briefings; performs or assists others in performing price/cost analyses; negotiates contract provisions; determines appropriate contractual instruments; writes contracts and legal documents.
- Reviews Scopes of Work (SOW) and other documents with District managers and engineers to ensure clarity of work and contracting requirements; participates in the evaluation of the proposals; reviews technical sections of contracts to ensure provisions are clear and consistent with specifications; recommends modifications to contract language, when appropriate.
- Prepares reports and recommendations related to the development and management of contracts for approval by the Board of Directors; prepares contract correspondence; prepares documentation on a wide variety of contract development and management issues.
- Assists in the development of contractual standards, policies and procedures in accordance with District rules and regulations, and in compliance with all applicable laws.
- Reviews non-standard, vendor or agency drafted agreements for terms and conditions; evaluates and negotiates changes to manage contractual risk.
- Utilizes contract management strategies and best practices for vendor management; assesses vendor performance and implements improvements.

- Strategically contracts for services in specialized fields such as Information Technology and Engineering.
- Serves as an active participant in energy related grants and projects for the District; ensures that funds expended are consistent with contractual obligations.
- Maintains and updates contract and agreement files; distributes contract documents to parties of interest and upon request; maintains contract and funding logs and related specialized records.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

### **REQUIRED QUALIFICATIONS**

*Positions at the Contracts Analyst I level may exercise some of these knowledge and abilities statements in a learning capacity.*

#### Knowledge of:

- Principles and practices of public agency purchasing and professional services contracting, contract administration and vendor management.
- Principles, practices, and techniques of drafting and administering contracts and enforcing contract provisions.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of real property acquisitions, leasing and disposition.
- Principles and practices of sound financial management policies and procedures.
- Principles and practices of sound business communication and the drafting of contractual legal agreements.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

#### Ability to:

- Perform programmatic administrative, procurement, and contract administration activities.

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- Conduct research on a wide variety of administrative topics including procurement and contract administration programs, policies, and procedures.
- Analyze, interpret, summarize, and present administrative and technical data and legal requirements associated with contract development and administration in an effective manner.
- Research, analyze, and evaluate new service delivery and improvements in operations, methods, procedures, and techniques.
- Plan and conduct effective management, administrative, and operational studies.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Prepare clear, concise and comprehensive contracts, reports and written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Contracts Analyst I: Two (2) years of experience in developing, writing, and administering legal agreements and contracts, preferably in a public agency.
- Contracts Analyst II: Three (3) years of progressively responsible experience in developing, writing, and administering legal agreements and contracts, preferably in a public agency, or one (1) year of experience as a Contracts Analyst I with the District.

Education:

- Contracts Analyst I/II: Equivalent to a bachelor's degree from an accredited college or university with major coursework in contracts management, public administration, business administration or a related field.

Licenses/Certifications:

- None.
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### **PHYSICAL DEMANDS**

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

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

### **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.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **FLEX REQUIREMENTS**

Positions in the Contracts Analyst I/II class series are flexibly staffed; positions at the Contracts Analyst II level are normally filled by advancement from the Contracts Analyst I level; progression to the Contracts Analyst II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Contracts Analyst II level.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>March 29, 2020</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Contracts Analyst I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_