

CONTRACT SPECIALIST	
Classification:	Classified
Salary Range:	36
Retirement Type:	PERS*
Board Approved/Revised:	June 17, 2026

BASIC FUNCTION:

Under the direction of the Director of Procurement and Contract Services, prepare and negotiate contracts for commodities and services and provide consultation to key stakeholders: areas, departments, district staff and faculty, and other public agencies. Ensures adherence to purchasing and contracting policies and procedures. Independently prepares, modifies, processes and tracks a wide variety of contracts and agreements on behalf of the district.

SUPERVISION:

Receives general supervision from the Director of Procurement and Contract Services. May provide functional guidance to other staff and student workers as needed.

REPRESENTATIVE DUTIES:

Lead contracts for complex procurements for supplies, services, technology, and public-works projects, ensuring conformance with the California Public Contract Code, Education Code, Uniform Public Construction Cost Accounting Act (CUPCCAA), and District Board Policy and Administrative Procedure.

Independently prepares a variety of contracts and agreements from standard forms, ensuring inclusion of appropriate clauses, terms, and conditions.

Coordinates and finalizes contract terms and conditions following predetermined guidelines and parameters; analyzes and determines appropriate provisions to limit exposure to risk; and authorizes emergency purchases. Amends contracts based upon changes in contract amount, service type and special conditions.

Receives and reviews contract request forms for content, accuracy, completeness and compliance with applicable rules, regulations and procedures; meets with District staff to gather information required for the development of contracts or agreements.

Prepares Board agenda items, prepare and maintain contract data, bid tabulations, reports, and correspondence in support of contract awards, ratifications, and renewals.

Prepares and processes information using technology such as ERP systems, MS software, AI, and other online tools.

Monitors and audits contractor compliance by managing contracts and through vendor management.

Performs other related duties as assigned or requested.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

- Knowledge of advanced principles and practices of public-sector contracting, and materials management, including competitive bidding and contract law.

- Knowledge of Federal, State, and local codes: Public Contract Code, Education Code, Government Code, Labor Code, Uniform Commercial Code, and CUPCCAA.
- Knowledge of principles of contract negotiation, risk allocation, and insurance/bonding requirements.
- Knowledge of construction and professional services contracting (architectural, engineering, and maintenance).
- Knowledge of financial and cost analysis methods, including total-cost-of-ownership evaluation.
- Knowledge of principles of project management, problem solving, and conflict resolution in a higher-education environment.
- Knowledge of district financial systems, spreadsheets, word processing, and integrated ERP modules.
- Knowledge of effective business communication, report writing, and customer-service techniques.
- Knowledge of principles of equity, inclusion, and cultural competency in vendor and campus engagement.

Abilities/Skills:

- Ability to plan, organize, and perform complex procurements and contract administration activities with minimal direction.
- Ability to interpret and apply laws, regulations, and District policies governing procurement and contracting.
- Ability to draft clear, enforceable contract terms, scopes of work, and specifications.
- Ability to analyze market data, vendor performance, and life-cycle costs to support sound recommendations.
- Ability to provide training, and guidance regarding contracts to stakeholders..
- Ability to communicate effectively, both orally and in writing, with vendors, staff, and administrators.
- Ability to manage multiple priorities under tight deadlines while maintaining accuracy and compliance.
- Ability to exercise sound judgment, integrity, and discretion in handling confidential or sensitive information.
- Ability to foster collaboration and cross-functional coordination within a complex organization.

EDUCATION AND EXPERIENCE:

Two (2) years college level course and three (3) years of full-time equivalent work experience with primary responsibility for performing duties noted above including vendor contract development, contract administration, and contract management; contract best value analysis and contract negotiations; project management related to procurement and direct buying of goods or services; OR

Five (5) years of full-time equivalent work experience with primary responsibility for performing duties noted above including vendor contract development, contract administration and contract management; contract best value analysis and contract negotiations; project management related to procurement and direct buying of goods or services.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Typical office setting.
- Dexterity of hands and fingers to operate a keyboard.
- Exchange information in person and on the phone.
- Sit for extended periods of time.
- Lift and carry up to 25 lbs.
- Move from one work area to another as needed.
- High volume telephone and email usage.
- Extensive computer work.

** Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*