



# 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 Technician
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## **GENERAL PURPOSE**

Under general supervision, performs a variety of administrative and technical duties supporting District contracts/purchasing operations. Prepares solicitation/bid packages and independently reviews, analyzes and writes standard District contracts and purchase orders; attends and supports pre-proposal/pre-bid conferences, administers the entire bid process; maintains records in compliance with program requirements and District guidelines; provides for the annexation of lands into the District’s service area and improvement Districts; and performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

The Contracts Technician is the technical level class in the Contracts series, and will perform the full range of contract support duties, including assisting with requests for proposals and soliciting bids. Contracts Technician is distinguished from the Contracts Analyst in that the latter classification is the professional level, performing the more difficult non-standard work and is responsible for implementing strategies and work plans to achieve the goals and objectives of a centralized contracts program in compliance with all legal requirements.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision 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.*

*Contracts Technician may perform some of these duties and responsibilities in a learning capacity.*

- Prepares standard contracts and purchase orders, issues solicitation instruments, including Requests for Qualifications (RFQ's) and Requests for Proposals (RFP's) for professional services, asset sales and purchases and other specialized services and arrangements; works with departments to ensure requirements are clear and understood, to gather data and develop specifications and to resolve problems and complaints.
- Receives invoices and generates purchase orders releases in a timely manner to ensure vendor payments in accordance with specified contract payment terms specified.
- 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.
- Reviews scope of work and other issues with District managers and engineers to ensure clarity of work and contracting requirements; reviews technical sections of contracts to ensure provisions are clear and consistent with specifications; recommends modification to contract language to protect the District's interests.
- Performs activities associated with the formation and annexation of improvement districts; coordinates completion of procedural steps and requirements with property owners, Local Agency Formation Commission, Metropolitan Water District, the State Board of Equalization, the District and other interested parties; drafts Board letters and resolutions required in the formation and annexation process.
- Maintains and updates contract/purchasing records in accordance with program rules and regulations; distributes contract documents to parties of interest and upon request; maintains contract and funding logs and related specialized records.
- Performs related duties as required.

#### **REQUIRED QUALIFICATIONS**

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

#### Knowledge of:

- Basic principles, practices and methods used in public agency bid and contract services; applicable federal, state and local laws and regulations governing the award and administration of contracts and contracting for services related to the construction of water and wastewater facilities.

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- Principles and practices of real property acquisitions, leasing and disposition; modern administrative and technical practices and procedures; legal requirements, policies methods and processes associated with improvement districts and annexations.
- Principles and practices of sound business communication; techniques used in providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Draft clear, well written and defined contracts and agreements consistent with all applicable legal requirements; develop, negotiate and apply terms, conditions, and contracting strategies to assigned work.
- Provide varied and responsible administrative and technical work requiring the use of tact and discretion; review, interpret, and explain vendor/contractor provided terms and conditions; review requisitions for accuracy and completeness and determine proper purchasing methods.
- Analyze and make sound recommendations on technical data and legal requirements associated with contract development and administration; organize and prioritize a variety of technical and administrative support services and activities.
- Evaluate contract documents and make sound recommendations for improvement; understand, interpret, explain and apply District, local, state and federal laws and regulations applicable to areas of responsibility.
- Perform cost and payment calculations; prepare clear, concise standard contracts, reports and written materials; exercise sound independent judgment within general policy guidelines.
- Maintain complete, comprehensive contract records and files; use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers, both internal and external; establish and maintain effective working relationships with District managers, staff, contractors, consultants, vendors and others encountered 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:*

Education:

- A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, supplemented by specialized college courses in contract management, business, finance or related field (college degree preferred).
- And three years of increasingly responsible administrative experience; or an equivalent combination of education and experience.

**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.*

The physical and mental 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.

While performing the duties of this class, the employee is regularly required to sit; talk or hear, both in person and by telephone; and use hands to operate, finger, handle or feel office equipment; and reach with hands and arms. The employee is frequently required to stand and walk and lift up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret documents and data; observe and interpret information and situations; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work; and interact with managers, staff, contractors, consultants, vendors, other governmental officials, 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.*

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.

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 20, 2019</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Non Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Contracts Technician. 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:* \_\_\_\_\_