CONTRACTS TECHNICIAN

JC: 000049  BU: S02 (SEIU)
PG: 036  FLSA: Non-Exempt

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

Manager of Contract Administration or 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.

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

Substitution
None

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.

BART EEO-1 Job Group: 0530 – Purchasing Agents
Census Code: 3500 – Professionals
Safety Sensitive: No

CLASSIFICATION HISTORY
Created: June 2011
Revised:
Updated: April 2022