



Alameda Contra Costa Transit District Classification Specification

Exhibit- D

Assistant Contracts Specialist - **DRAFT**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
170	Non-Exempt	EE04- Professionals	AFSCME	05	01/11/2023	23-002

DEFINITION: Under general supervision, provides professional, analytical, and technical support for the District's comprehensive contracts administration programs and activities. Initially, under close supervision, incumbents receive training and learn policies and procedures, specific methods and regulations relevant to contract development and administration. This is the entry-level classification within the Contracts Specialists series, incumbents at this level are assigned contracts more routine in nature, with typically lower value contracts and assists higher level classes with more complex contracts. As experience is gained, assignments become more varied, complex, higher dollar, and review of the work become less frequent. This classification performs a significant portion of the work assigned to the Contracts Specialist (experienced-level), but without the level of independence or full responsibility expected of the higher-level classification.

There are three (3) levels within the Contracts Specialist series, which are distinguished from one another by the technical complexity of the assigned duties and the level of discretion and independent judgment exercised.

Positions in the Contracts Specialist series are flexibly staffed to meet the needs of the District. Positions at the experienced-level are normally filled by advancement from the entry-level and promotion is subject to the following: (i) management affirmation that the incumbent is performing the full range of duties assigned; (ii) after gaining requisite experience and demonstrating proficiency which meets the minimum qualifications of the next higher-level classification; and (iii) learning to mitigate risks associated with procurement methods.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Assists in the preparation, execution and administration of contracts, and agreements ensuring that all contract terms and documents are compliant according to procedures and regulations mandated by the District, the Federal Transit Administration (FTA), and/or other agencies.
- Participates in pre-proposal conferences with Project Managers and/or assigned staff; analyzes Statement of Work (SOW) and project plans; assists in defining products and service specifications and determining contract parameters including the cost of contract, the creation of performance-based criteria including performance periods, and deliverables.
- Assists in administering the appropriate solicitation process and develops or guides the development of Requests for Proposals (RFPs), Invitations to Bid (ITB), Requests for Quotations (RFQs) and Requests for Information (RFI).
- Participates in bids/proposal evaluation meetings and participates in vendor interviews; evaluates bids, proposals, qualifications, and quotations for conformance to specifications and suitability for required use; recommends for selection the bid most economically sufficient.
- Learns to draft, evaluate and review contract terms and conditions for products and services to ensure the protection of the District's interests.
- Learns to administer on-going contracts to ensure adherence to contract terms and provisions; monitors execution and expiration of contracts to ensure that contractual terms and deliverables are met; identifies non-compliance with contractual terms and advises Project Managers and/or assigned staff regarding issues; formulates and implements appropriate solutions.
- Learns and utilizes automated procurement and accounting systems to create purchase orders, review and approve invoices for professional services.
- Learns to prepare routine to moderately complex contract amendments, revisions, terminations, and close-outs.
- Conducts routine to moderately complex cost-price and total cost of ownership analysis and identifies potential cost savings.



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- Prepares a variety of reports, correspondence and mandatory filings, including pre-and post-award documentation; maintains logs, records and documentation for all contracts and projects in accordance with FTA regulations; distributes executed contracts to appropriate District personnel; edits and reviews the conformance of work prepared by staff.
- Prepares and maintains logs, records, and files on all contracts and projects; distributes executed contracts to appropriate District personnel; edits and reviews the conformance of work prepared by staff.
- May assist higher level classes with more complex contracts.
- May provide high level and complex administrative support.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Basic knowledge of applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility; policies and procedures governing the bidding process; principles, practices and methods of public sector procurement and contracting, including contract preparation, execution and administration; principles and practices of technical and administrative report writing; analytical methods and techniques; training techniques and presentation principles; complex research, analysis of alternatives, and recommendation of practical solutions; principles and techniques for working with groups and fostering effective team interaction; techniques for providing a high level of customer service by effectively working 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; computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation relevant to the work performed; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.-

Ability to: Learn to analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed; prepare and maintain contracts, specifications, and service agreements; coordinate structured bidding activities; serve as a resource to departments on proper bidding processes to be used for specific types of service procurements; prepare clear and concise business correspondence and reports; effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals; independently organize work, set priorities, meet critical deadlines, and follow-up on assignments; effectively use computer systems, software applications, 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; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work establish and maintain effective working relationships with District staff, governmental officials, advisory committees, and community groups using principles of excellent customer service.

Education: Equivalent to a ~~b~~bachelor's degree from an accredited four-year college or university in business or public administration or related field. Additional years of experience may be substituted for education on a year-for-year basis.



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Experience: Three (3) years of recent, verifiable, specialized, complex administrative/clerical experience, or one (1) year of recent, verifiable, specialized administrative/clerical experience in contract and/or procurement administration activities at a level equivalent to the District's classification of Buyer. Additional education, such as a graduate degree in one of the above disciplines from an accredited college or university, may be substituted for experience on a year-for-year basis.

License and Certification(s): None.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment, ~~standard or adaptable; and and~~ (2) possess physical mobility, with or without assistance, in order to direct or conduct field studies, and attend external meetings and events.

Special Requirements: Must be willing to: (1) work outside regular business hours as required and (2) travel between the various District ~~facilities~~ divisions.

Established Date: N/A

Revision Date: 03/13/2019 (Res. No. 19-038)



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District**

Exhibit- E

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