

CONTRACTS ADMINISTRATION ASSISTANT

Definition:

Under general direction, gathers information necessary to define contract requirements; identifies potential providers of services or commodities; prepares documentation necessary to perform competitive bid processes as defined by policies and procedures and applicable procurement regulations; performs or facilitates established competitive bid processes.

Distinguishing Characteristics

This classification has responsibility for the coordination and administrative oversight of contracts and may function as a staff assistant to a Department Manager.

Essential Functions:

- Understands and applies current County policies and government procurement regulations and guidelines on behalf of a department.
- Researches, collects and assists personnel in analyzing information used to develop contract scope, milestones, deliverables, and critical time frames.
- Acts as liaison with other County departments and agencies as well as individuals and agencies outside County government relative to contracts.
- Responsible for initial development of requests for proposals (RFP's) and coordination of all activities including locating and evaluating information necessary to develop initial contract scope, bid evaluation criteria and methods, and reviewing participants.
- Utilizes computer for detailed project reports and tracking information for contract evaluation purposes.
- Coordinates contract document distribution with County and non-County individuals and agencies involved in contracts or programs.
- Evaluates for completeness and accuracy all competitive bids and establishes files necessary for the program or contract.
- Files all notifications necessary with the Board of Supervisors and other government agencies with contract oversight.
- Updates department personnel on an on-going basis relative to contract progress or completion.
- Performs other job-related duties as required.

Employment Standards:

Any combination of training, experience and education equivalent to completion of a recognized four (4) year college curriculum and one (1) year of experience in contracts administration, purchasing or related field.

Knowledge of: purchasing and contract terminology and ability to read, understand, and follow procurement regulations and County procurement and contracting policies and procedures; strong verbal and writing skills with working knowledge of computer software such as word processing, spreadsheets and databases.

Ability to: establish and maintain effective working relations with government officials, employees, vendors, contractors and the public.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.