

Position: Contract and Fixed Asset Specialist

Directly responsible to: Director of Purchasing and Warehouse

Primary Function:

Under the direction of the Director of Purchasing and Warehouse, oversee and assure proper compliance of districtwide contracting for public works projects, independent services contracts, commodities contracts, and agreements. Oversee, facilitate and assure proper compliance of districtwide fixed asset management including GASB (Governmental Accounting Standards Board) requirements. Adherence to sound business management principles and requirements of Federal and State laws.

Essential Job Functions:

- Research and develop contracts for the more complex District projects.
- Manage accounts and services such as leases, contracts, maintenance agreements, and license renewals.
- Compile and reconcile accounts for District contracts, leases, and agreements as appropriate.
- Adhere to various codes and legal requirements, including but not limited to Public Contract Codes, State Education Codes, Government Codes, California State Board of Education, and District Board Policies.
- Assist administrators and department heads in matters pertaining to contracting and procurement.
- Assure fiscal accountability of District contracts, leases, and agreements to which assigned.
- Development, monitor, and maintain all fiscal reporting and budgeting requirements of District contracts, leases, and agreements.
- Track fixed assets in BPlus system.
- Track capital assets, including depreciation for GASB reporting.
- Prepare and reconcile fixed asset reports in BPlus system.
- Track and maintain location of districtwide fixed assets.
- Perform other related duties as assigned.

Desired Job Requirements:

- School districts purchasing policies and procedures.
- Applicable sections of State Education Code and Public Contract Code.
- Proficient in Excel, Word, PowerPoint, Access, Outlook, and Internet searches.
- Recordkeeping and report preparation techniques.
- Operations of computer and assigned software.
- Research and development skills/methods.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of administration and training.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedure, and equipment.

Ability to:

- Perform technical duties in the preparation of contracts and agreements.
- Perform technical duties in the preparation and management of fixed assets.
- Perform technical duties in the preparation, management, and depreciation of capital assets.
- Understand and follow oral and written directions.
- Plan and organize work.
- Meet schedules and timelines.
- Work independently with little direction.
- Maintain consistent, punctual, and regular attendance.
- Sit or stand for extended periods of time.

Education and Experience Requirements:

Any combination equivalent to: a minimum of a Bachelor's degree in Business from an accredited institution, and course work in purchasing, business administration, accounting technology, or program management, and three years' experience in accounting, purchasing, or contracting. Additional education, training, or experience which demonstrates the ability to perform the required duties may be substituted for year of experience and degree.

Licenses and Other Requirements:

Possession of a valid California Class C driver's license, and proof of insurance are required.

Physical Abilities:

The physical demands described are representative of those that must be an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push, and/or pull items with a strength factor of up to 50 lbs.
- Hear and speak to exchange information in person, on the telephone, and in presentations.
- See to read a variety of materials.
- Work with a video display terminal for prolonged periods of time.
- Sit, walk, or stand for extended periods of time.
- Bend at the waist, kneel, or crouch to file materials.
- Reach horizontally and above the shoulder to perform job functions.
- Climb a ladder or stairs.