

# Purchasing Analyst / Contract Specialist

## Position Details

Class Code: 7712

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, responsible for developing, managing, and monitoring contracts for software, specialized materials, and professional/technical services in accordance with state and Clark County School District guidelines and regulations.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists in performing research and analytical functions relating to bidding and awarding of materials, labor, and service contracts; negotiates terms, conditions, costs, and other factors related to contracts.
2. Receives contracts and agreements from schools/departments and clarifies needs with requestor.
3. Evaluates and monitors contract performance to determine necessity of amendments or extensions and compliance with contractual obligations.
4. Represents the District at pre-bid meetings and bid openings.
5. Makes recommendations regarding claims or complaints/disputes/appeals occurring in performance of contracts.

6. Analyzes price proposals, financial reports, and other data to determine best value for the District.
  7. Reviews submittals and change order proposals (i.e., service, materials, equipment, etc.) and makes recommendations to administration for approval.
  8. Evaluates external agreements' validity and legal issues; works closely with legal counsel and risk management to limit District's exposure.
  9. Attends project meetings to review contractors'/suppliers' progress and makes recommendations to administration for resolution of contractor/supplier disputes.
  10. Assists in monitoring warranty and guarantee items.
  11. Monitors formal bid process as required.
  12. Communicates and coordinates activities with staff to compile and generate reports.
  13. Provides input for the evaluation of assigned staff.
  14. Conforms to safety standards, as prescribed.
  15. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Responsible for developing and monitoring purchasing terms; conducts competitive bid procedures to ensure timely delivery of services to meet District requirements.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of local government and state purchasing practices/procedures and business law.
2. Knowledge of common business practices with respect to sales, prices, discounts, deliveries, stocks, and shipments.
3. Knowledge of public agency purchasing and contract development, administration, and management.
4. Knowledge of legal terms/conditions and risk management insurance requirements.
5. Knowledge of data processing and financial systems.
6. Knowledge of organizational, administrative, and supervisory procedures.
7. Ability to use computers and software applications related to the assignment.
8. Ability to coordinate activities between departments/schools and outside agencies.
9. Ability to meet predetermined deadlines.

10. Ability to monitor multiple projects concurrently.
  11. Ability to draft, develop, and negotiate complex agreements.
  12. Ability to research and provide cost estimate information.
  13. Ability to coordinate action to accomplish work objectives while exercising necessary flexibility.
  14. Ability to contribute effectively to the accomplishment of division/District goals, objectives, and activities.
  15. Ability to communicate effectively, verbally and in writing.
  16. Ability to supervise and evaluate employees.
  17. Ability to learn and apply established procedures.
  18. Ability to work flexible hours or shifts.
  19. Ability to work cooperatively with employees, government agencies, public utilities, contractors, and architects.
  20. Ability to recognize and report hazards and apply safe work methods.
  21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Seven (7) years of purchasing or contract development/management experience; or,  
Associate's degree in accounting, business, finance, or related field and five (5) years of purchasing or contract development/management experience; or,  
Bachelor's degree in accounting, business, finance, or related field and three (3) years of purchasing or contract development/management experience.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

### **Preferred Qualifications**

1. Supervisory experience
  2. Certified Public Manager (CPM)
  3. Certified Public Purchasing Official (CPPO)
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## Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
  2. High school transcript or other equivalent, (i.e., GED, foreign equivalency, etc.)
  3. College transcript(s), if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

Clark County School District facilities - school campuses, offices, existing buildings under renovation, mechanical equipment rooms, playgrounds, proposed and actual construction sites (trenches, chase-ways, etc.).

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## Work Environment

### Strength

Medium - exert force of 25-50 lbs., occasionally; 10-20 lbs., frequently; or up to 10 lbs., constantly.

### Physical Demand

Occasional climbing, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: frequent near and far acuity, accommodation, depth perception, color vision, and field of vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Contracts, Nevada Revised Statutes, scientific calculator, magnifying glass, video recorder, tape recorder, personal computer, construction drawings, specifications, ladders, personal protective equipment, etc.

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### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 05/18/23
- Created: 05/03/95