JOB DESCRIPTION

Contracts Specialist

Category: Full-time, Exempt
Supervisor: Contracts Manager
Last Updated: November 2019

Join a highly creative, collaborative, and multi-faceted team working together to benefit, support, and enhance the California Community Colleges – the largest and most diverse system of higher education in the nation. Incorporated in 1998, the Foundation for California Community Colleges (Foundation) is the official non-profit serving the California Community Colleges’ (CCC) system, Board of Governors, and the statewide Chancellor’s Office.

The Foundation is the trusted partner of the California Community Colleges—facilitating collaboration, accelerating innovation, and increasing systemwide resources. Our work helps to benefit all 2.1 million California Community College students and beyond, with several programs active in regions across the nation.

Job Purpose
The Contracts Specialist supports the Foundation for California Community College (Foundation) Legal/Contracts Department with a wide range of contracts and legal matters.

Essential Job Duties/Responsibilities

● Coordinate and support the contracts process; create, revise, amend and negotiate contracts in compliance with Foundation’s Contracts Policy.
● Provide support of the contracting process including proofreading, formatting agreements, replicating contract terms for numerous sub-recipients, etc.
● Identify incorrect, inconsistent and incomplete data entries in the designated contract management system (and on assigned requests) on a continuous basis and make timely modifications to improve the quality of the data.
● Assist Legal/Contracts Department personnel in continuing to identify opportunities to standardize and optimize the contracting procedures.
● Actively contribute to data collection and input into the Contracts Management system and legal department share drive files.
● Assist Foundation department personnel draft appropriate clauses regarding scope of work, deliverables, milestones, metrics, etc.
● Assist in training of Legal/Contract Department new hires related to contracts management procedures.
● Provide on-site oversight of Legal & Contracts Coordinator
● Prepare and disseminate information regarding contract status and to Supervisor and Foundation Program departments.
● Facilitate and assist with tracking contracts and other contract requirements to ensure agreements are current and vendor’s provisions are following Foundation’s Contracts Policy and other legal requirements.
● Maintain professional and technical knowledge by attending relevant seminars, workshops, reviewing publications, etc.
● Work closely with the Supervisor and all Foundation departments to provide customer service related to the legal and contracts function.
● Contribute to department by completing other assignments and servicing on project teams as assigned. This may include attending internal meetings on behalf of the department.
● May perform other contract/legal duties or specified non-contract/legal duties as assigned.

Knowledge, Skills, and Abilities
● Regular, predictable attendance
● Self-starter
● Ability to successfully handle competing, high priority job tasks quickly and successfully with effective results in a fast-paced environment; Ability to also handle matters with a quick turn-around time
● Detail oriented with excellent independent follow through
● Knowledge of or ability to learn position appropriate aspects of federal and state contract law and business law applicable to organization
● Knowledge of, or willingness to learn, federal, state and local laws and regulations concerning contract and grant administration, including Office of Management and Budget (OMB) Circulars and associated sub-recipient flow-down requirements
● Ability to comprehend a wide range of business lines and work processes
● Strong knowledge of computer applications including word processing, spreadsheets, and databases, and general use of personal computers, printers, telephones, Internet, and email
● Strong written and verbal communication skills (including electronic formats)
● Customer service oriented and team focused
● Ability to get along and work effectively with others
● Ability to plan, coordinate, and prioritize multiple projects while keeping appropriate personnel apprised of status on a regular basis
● Ability to maintain discretion and confidentiality
- Possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the position.

**Supervisory Responsibilities**
None.

**Level of Supervision**
Receives direction on a wide range of contractual, legal, insurance, corporate and other related topics and develops processes that adhere to stated requirements. Expected to work independently to accomplish all tasks with minimal follow-up required.

**Education and Experience**
**Required**
- Previous contract administration experience required
- Relevant Bachelor’s (BA/BS) degree in business or similar subject from an accredited college or university
- Minimum 2+ years’ experience in business or non-profit/government setting

**Preferred**
- Experience in Salesforce *(Highly Preferred)*
- Experience in public/government contracting
- Experience in Contract Management systems

**Physical Requirements**
- Ability to work at a computer workstation for periods up to 4 hours at a time
- Ability to speak on the telephone for a total of up to 3 hours per day
- Ability to operate personal vehicle for Foundation business and possess current valid California driver’s license and insurance
- Ability to perform repetitive movements, such as typing, filing, and the use of commonly used office machines and supplies
- Ability to sit for up to 2 hours at meetings
- Ability to walk and stand for up to 2 hours at program site visits and meetings

**Working Conditions and Travel**
Minimal overnight travel required. Well-lighted, heated and air-conditioned indoor office setting with adequate ventilation.

**Additional Considerations(s)**
• The position would be exempt, with an expectation that the incumbent will be working 40 hours per week with additional hours as needed to address the needs of the organization.
• The Foundation participates in CalPERS retirement plan for public employees
• The Foundation is a 501 (c)(3) organization, and the incumbent may qualify for Public Service Loan Forgiveness

To Apply
For immediate consideration, please submit a letter of interest and resume saved as Microsoft Word (.doc/.docx) or Adobe Acrobat PDF (.pdf) to jobs@foundationccc.org. Please include in the subject line: “Contracts Specialist”. The application process will be open until the position is filled.

The Foundation for California Community Colleges provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, veteran status, disability or genetics. In addition to federal law requirements, The Foundation for California Community Colleges complies with applicable state and local laws governing nondiscrimination in employment.