



## **JOB DESCRIPTION: MANAGEMENT ANALYST - CONTRACTS/PROCUREMENT**

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### **BASIC FUNCTION**

Under direction of the Executive Director, Assistant to the Executive Director, and in consultation with the Leadership Team, provides operational and strategic support; develops and administers contracts for a wide range of services in accordance with CVAG procurement procedures and legal requirements; analyzes practices and procedures and makes recommendations for policy and procedural improvements in procurement and contract administration; develops, summarizes, and maintains administrative and fiscal records; seeks funding sources through grants and performs grant management; and performs related work as required.

### **CLASS CHARACTERISTICS**

The Administrative Services Analyst independently performs the full range of procurement and contract analyst duties, developing proposals, soliciting bids and administering and monitoring contracts. The incumbent participates in project and program management by providing a professional-level resource for program, budgetary, and operational analysis and studies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and serving as a subject matter expert for other staff regarding policies, procedures and processes. Other responsibilities include strong writing and editing skills; grant writing and management; and ability to interface with consultants and outside contractors for various office support functions and outreach.

### **REPRESENTATIVE DUTIES**

Responsibilities may include, but are not limited to, the following:

- Draft contracts and agreements; and perform contract administration and monitoring.
- Develop bid invitations and solicitations; formal and informal bids; requests for qualifications/quotes/proposals; ensure legal and contractual provisions are included and met to protect CVAG assets.
- Coordinate procurements and ensure procurements follow all guidelines and regulations to secure state and federal funding.

- Participate in special projects including complex research of new and existing programs and services; preliminary budget analysis and preparation; and feasibility analysis.
- Research operational and administrative issues, evaluate alternatives, recommend solutions, and implement adopted changes.
- Assist in the management of programs and projects; provide complex analytical and administrative support; and assist in special regional projects and program management.
- Seek funding sources available through grants and allocations from governmental agencies and private foundations to supplement local annual budget allocations that fund current or develop new programs.
- Perform necessary research and analysis prior to the writing of grants; and perform necessary grant management, including reporting requirements.
- Prepare staff reports and recommendations for submission and approval to committees and handle the follow-up as required by their actions taken.

#### **KNOWLEDGE OF**

- Basic principles and practices of public administration.
- Principles and practices of public agency procurement and purchasing, including competitive bidding.
- Principles, practices, and techniques of managing contracts and enforcing contract provisions.
- Advanced project and/or program management, analytical processes, and report preparation techniques.
- Advanced organizational and management practices as applied to the analysis, evaluation, development and implementation of procurement, contract management, grant management, agency procedures, and budget preparation.
- Research, statistical, analytical, and reporting methods, techniques, and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the project and/or program.
- Applicable laws, ordinances, rules, and regulations that pertain to a government agency such as CVAG.

- Record keeping principles and procedures.
- Office practices and procedures, including work planning, organization, supervision, and the operation of standard office equipment.
- Professional writing and the proper usage of grammar, spelling, vocabulary, punctuation.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, accounting, engineering, planning or related field(s); and at least three (3) years of progressively responsible municipal government experience, including administrative experience in planning and/or program management.

### **DESIRED QUALIFICATIONS**

- Exceptional written and verbal communication skills.
- Strong organizational skills, initiative, and flexibility to work in a multi-faceted organization.
- Proficiency in Microsoft Office programs.
- Ability to work independently, exercise sound judgement, set priorities, meet critical deadlines, address and prioritize multiple tasks simultaneously, and work amid interruptions.
- Ability to participate in developing goals, objectives, policies, procedures, and work standards.
- Develop, plan, manage, and administer complex contracts in an independent and cooperative manner, evaluate alternatives, and make sound recommendations.

### **PHYSICAL CONDITION**

Essential and marginal functions may require maintaining physical condition for sitting or standing for prolonged periods of time.

### **LICENSES AND CERTIFICATES**

Valid California Driver's License, Class C.

### **CLASSIFICATION**

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