

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

**Position Purpose:** Reporting to the Managing Director of Contracts, Procurement and Accounts Payable, with additional lead work direction from the Manager of Contracts and Procurement, the Contract Analyst performs varied administrative, technical and analytical duties in support of the day-to-day operations for the Purchasing department. The incumbent contributes to the completion of broad and more complex organizational or program projects and goals, and performs a full range of work related to all aspects of Contract Administration activities including analyzing, coordinating, writing and reviewing contract/agreements. The incumbent is responsible for the preparation and oversight of requests for Proposals and Public Work Bids for the University and Auxiliaries. In addition, the incumbent performs strategic sourcing to achieve cost savings, collects and maintains a variety of records and reports related to assigned activities, and performs related duties as assigned. The incumbent serves as a liaison and main resource for students, staff, faculty, department, and community, in diverse and complex matters requiring a comprehensive knowledge on policy, procedure, and practice. Contacts involve interaction with all levels inside and outside the university, and may include dealing with sensitive and confidential information.

**Major Duties:** Major duties of the position include, but are not limited to, the following:

- Interpret and apply complex policies and procedures and facilitate administrative processes related to Contract Administration.
- Negotiate and execute service, commodity and Information Technology (IT) software agreements.
- Develop and review specifications for formal solicitation purposes.
- Prepare and administer all documents for bid packets, RFP's, RFQ's, RFI's Minor and Major Capital Public Works.
- Procure various commodities and services by requesting phone quotes, informal quotes, formal bids, or requests for proposals depending upon estimated dollar amount.
- Analyze data and perform strategic sourcing and product research in order to achieve cost savings.
- Research and evaluate documents; analyze and interpret data; analyze public work or IT specifications, assure appropriate licensing and insurances requirements are met, and verify information provide in bid packets.
- Develop and maintain working relationships with departments, Auxiliaries, vendors, contractors, and other outside organizations to coordinate activities, address issues, and exchange information.
- Work with accounting personnel, accounts payable and vendors to address payment issues and make corrections as necessary.
- Assist in the development and implementation of policies, procedures and forms related to Purchasing; identify administrative needs and develop appropriate solutions or recommendations. Independently plan, organize and perform a wide variety of specialized administrative and technical duties in support of the successful completion of the projects and goals.
- Oversee and maintain ProCard purchases and conduct monthly reconciliation as needed.
- Audit campus ProCard holder reports monthly for accuracy and compliance, communicate with cardholders and approving officials as needed for corrections, retraining or clarifications.

**Secondary Duties:** Performs other secondary duties as assigned.

**Work Environment:** Duties will primarily take place in an office setting however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position may also be eligible

to participate in the campus Telecommuting Program to engage in limited telecommuting as operationally feasible. The position may require occasional travel, by automobile and airplane, and the incumbent must be able to work some night and weekend hours with overnight stays.

This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 6-8 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 20 lbs in weight.

**Minimum Qualifications:** This position requires a bachelor's degree and/or equivalent training and administrative work experience involving study, analysts, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs, plus two years of related experience. Degree in Contract Management, Public Administration or related field and three or more years of demonstrated experience involving writing specifications, processing contracts highly preferred. An understanding of Small Business Enterprises and Disabled Veterans Business Enterprises Incentives and strategic sourcing concepts with an overall goal of cost saving opportunities is preferred. Advanced proficiency with computers and Microsoft Office Suite (Word, Excel) required. Advanced proficiency with Adobe ODF Suite required. Knowledge of Jagger and PeopleSoft preferred. Experience with construction projects and software license agreements preferred.

Additionally, working assignments typically require:

- Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to Purchasing, contracts, and accounting to develop conclusions and make recommendations.
- Thorough knowledge of terms, policies, procedures, laws, codes, rules, and outside regulations pertaining to Purchasing, contracts, and accounting.
- General knowledge of principals of contract writing and document preparation for bids.
- Working knowledge of operational and fiscal analysis and techniques.
- Knowledge of insurance and identification language in contracts.
- Ability to take initiative and independently plan, prioritize, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to anticipate problems and address them proactively.
- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
- Ability to train others on new skills and procedures and provide lead work direction.
- Ability to perform a variety of analytical duties in support of Financial Services and Purchasing.
- Ability to read, analyze, write, verify and review specifications and reports.
- Ability to read and analyze legal documents, technical procedures and governmental regulations.
- Ability to prepare clear and concise specifications, contracts, bid documents and reports.
- Ability to prepare technical contracts, correspondence, and memoranda.
- Ability to prepare and administer commodity, service, IT and construction contracts.
- Ability to maintain current knowledge of emerging contract trends and related laws, codes, rules and regulations.

In addition, the Contract Analyst must be able to provide outstanding customer service to students, staff, faculty, and visitors using strong interpersonal skills with patience and courtesy while adapting to changes in a professional, fast-paced environment with frequent interruptions. Must have the ability to apply a teamwork approach to the job by cooperating with other, offering to help when needed and considering the larger organization or team goals rather than individual concerns. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations. Must also possess the ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.