PALOMAR COMMUNITY COLLEGE DISTRICT

PROPOSITION M CONTRACTS ASSISTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION
To assist in providing a final format for formal bids related to construction and capital improvements for Proposition M projects; to schedule and advertise pre-bid conferences/job walks; to prepare in final format all campus leases for use of facilities; and to perform a variety of secretarial tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Director, Business Services.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS
Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assist in providing a final format for formal bids pertaining to construction and capital improvements; solicit and distribute information to vendors and contractors regarding advertised bids.

2. Schedule and advertise pre-bid conferences and job walks; conduct job walks; attend Independent Citizens Oversight Committee meetings in the absence of the Contracts Coordinator or Director, Business Services.

3. Prepare in rough draft and final format all off-campus leases for use of facilities.

4. Prepare in final format all Governing Board resolutions and formal contracts; organize and maintain all formal contract files and monitor all submittals.

5. Create and maintain a variety of databases for contract services; perform data entry to enter contract information.

6. Format minutes, correspondence and agendas; word process or type a variety of letters, memoranda, agendas, resolutions and construction specifications.

7. Answer telephones and screen calls; greet office visitors and screen appointments.

8. Receive, open, sort and distribute mail and correspondence.

9. Facilitate timely invoice payments.

10. Maintain discretion and confidentiality in all litigation, sales and land acquisitions.

11. Serve as a liaison with outside agencies and businesses to ensure contractor bids are in compliance with District policies and education codes.
12. Attend board meetings in the absence of the Contract Coordinator or Director, Business Services; assist other departments in composing agenda items.

13. Perform other duties related to Proposition M bond contractual activities as assigned.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**
1. Principles and procedures of contracts.
2. Methods and techniques of final formal bid preparation.
3. Principles and techniques of preparing final off-campus leases.
4. Modern office procedures, methods and equipment including computers.
5. Principles and practices of sound business communication in a college environment, including business letter writing and basic report preparation.
6. Principles and procedures of financial record-keeping and reporting.
7. Correct English usage, including spelling, grammar and punctuation.
8. Basic mathematical principles.
9. Local, State, and Federal regulations, including terminology and processes applicable to areas of assigned responsibility.

**Ability to:**
1. Prepare final formal bids and board resolutions.
2. Perform specialized secretarial and clerical work.
3. Prepare final contracts.
4. Maintain accurate records and files.
5. Perform accurate data entry to maintain and update databases.
6. Prepare clear and concise documents, forms and reports.
7. Type at a speed necessary for successful job performance.
8. Work independently in the absence of supervision.
9. Understand and follow oral and written instructions.
10. Operate office equipment including computers and supporting word processing and spreadsheet applications.
11. Communicate clearly and concisely, both orally and in writing.
12. Establish and maintain cooperative working relationships with those contacted in the course of work.
13. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**
Two years of increasingly responsible secretarial experience.

**Training:**
Equivalent to the completion of the twelfth grade supplemented by college-level course work in office management, secretarial skills or a related field.

**WORKING CONDITIONS**
Environmental Conditions:
Office environment; exposure to computer screens.

Physical Conditions:
Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting and carrying.