



Orange County Department of Education  
Human Resources Department  
Classified Class Specification

Class Code: 3127  
Date Adopted: 7/1/2024

FLSA Status: Nonexempt  
Union Representation: Represented

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## Contracts Technician

### GENERAL PURPOSE

Under general supervision, performs complex and highly responsible, specialized duties in support of the Contracts Unit; creates, processes, and tracks contracts performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

Contract Technicians perform complex and highly responsible specialized technical duties in support of the Contracts Unit. Work requires a thorough knowledge of the terminology, policies, procedures, and practices of contracts and is performed with a significant degree of independence and accountability for results.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Perform complex administrative work in support of contracts functions and processes; research, answer questions, and respond to issues; perform technical research and compile data for required reporting; and design, develop, and maintain specialized records and reports in accordance with established deadlines and requirements.
2. Create draft contracts and forward for review and approval; create Purchase Orders and track the contract process to help develop and set up agreements with contractors, vendors, consultants, and other agencies; ensure contracts are distributed to appropriate parties; assist in monitoring contract performance and expenditures; and maintain associated files and databases.
3. Review contract details with managers and program staff to ensure clarity on the scope of work and contracting requirements; review technical sections of contracts to ensure provisions are clear and consistent with grant requirements and specifications; recommend modifications; and forward to administrative staff for review.
4. Create and/or review and process a variety of, purchase orders, and contracts; develop agreements, forms, and documents, ensuring accuracy, correct account codes, completeness and compliance with OCDE standards, policies, and procedures; track transactions to completion; and create and maintain a wide variety of records and files.
5. Compose and/or update reports, memoranda, correspondence, presentations, forms, and other documents and reports; proofread and check a variety of forms, documents, and other materials for

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accuracy, completeness, and compliance with OCDE standards, policies, and procedures; and assemble, type, and process a variety of documents associated with area of assignment.

6. Conduct online and other research and assemble information from a variety of sources for the preparation of reports, correspondence, and presentations; and create databases to house information as needed.

#### **OTHER DUTIES**

1. May provide lead work direction, guidance, and training to other administrative support staff.
2. Serve as a liaison with a wide variety of OCDE staff and staff in various school districts and agencies.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. OCDE administrative policies, procedures, and approval processes applicable to fiscal and purchasing, contract processing, maintenance of public records, and other administrative support activities.
2. Basic contracts and associated documents.
3. Methods, practices, and procedures of financial recordkeeping and routine financial analysis.
4. Principles and practices of sound business communication; and correct English usage, including spelling, grammar, and punctuation.
5. OCDE organization, rules, policies, regulations, procedures, and provisions of the Education Code applicable to areas of assigned responsibility.
6. Advanced uses of word processing, spreadsheet, database, and other standard software to create documents and materials requiring the interpretation and manipulation of data.
7. Research techniques, methods, and procedures.
8. Record-keeping, budget tracking, and creating and maintaining timelines.
9. Federal, state, and local laws, codes, and regulations affecting the assigned programs.
10. Community-based organizations, public and private educational agencies, and other organizations related to student programs and services.
11. Financial rules, regulations, laws, and procedures.

##### **Ability and Skill to:**

1. Organize, set priorities, and exercise sound independent judgment with limited supervision.
2. Interpret, apply, explain, and reach sound decisions in accordance with laws, regulations, rules, and policies.
3. Analyze administrative and procedural problems, evaluate alternatives, and reach sound, logical conclusions.
4. Collect, evaluate, and interpret data, either in statistical or narrative form.
5. Analyze, interpret, explain, and apply relevant laws, regulations, ordinances, and policies.
6. Prepare clear, concise, and comprehensive reports, correspondence, and other documents.

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7. Operate a computer and word processing, spreadsheet, and database software, and other standard office equipment.
  8. Understand and follow written and oral instructions communicate clearly and effectively, both orally and in writing.
  9. Maintain highly sensitive and confidential information and handle sensitive and difficult situations.
  10. Establish and maintain effective working relationships with OCDE managers, administrators, staff, faculty, the public, and others encountered in the course of work.
  11. Must demonstrate attendance sufficient to complete the duties of the position as required.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or a high school equivalency test and at least three (3) years of office administrative or secretarial experience; or an equivalent combination of training and experience.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

**Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Employees work under typical office conditions, and the noise level is usually quiet.