

# JOB DESCRIPTION

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<b>Job Title</b>	Contract Specialist	<b>Job Title Code</b>	180333
<b>Reports to</b>	Assistant Director Procurement	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Procurement & School Resources	<b>Pay Grade</b>	103
		<b>Date Revised</b>	December 4, 2025

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## Primary Purpose

Oversee and assist with contract management, to include coordinating and managing contracts, contract administration, and compliance in accordance with Board and Administrative policies and procedures.

## Education/Certification

- High School Diploma or GED

## Special Knowledge/Skills

- Knowledge of public school district procurement statutes, guidelines, and regulations
- Knowledge of computerized bid, ordering, purchasing, and contract procedures
- Strong communication, public relations, and interpersonal skills
- Ability to maintain confidential files

## Experience

- Four (4) years Public Purchasing Experience
- Three (3) years Contract Management Experience

## Major Responsibilities and Duties

1. Assist with reviewing contracts which are submitted for compliance to Procurement Services.
2. Work with Departments to ensure that required documentation is submitted for legal review.
3. Provide optimal customer service and training to Departments in contract processing and management.
4. Act as liaison between Departments and the Legal Department.
5. Provide direction to Departments in processing contracts for legal review.
6. Review and respond to contract related requests/inquiries from contracting parties.
7. Coordinate directly with the District's Legal counsel to facilitate review of contracts/leases, contract termination/revocation and other applicable requirements with prior coordination with the Executive Director/Assistant Director.
8. Articulate the District's mission to the public regarding purchasing and conservation of public funds.
9. Meet with Legal Counsel as needed to answer any Procurement-related questions.
10. Assist in the preparation and development of competitive solicitations as needed, to include specification development, response analysis and evaluation, spreadsheet analysis development, and preparation of award documentation for Board approval.
11. Research the status and performance of materials and products to determine cost effectiveness.
12. Enforce pricing terms and conditions of contracts and verify receipts.
13. Work with Buyers, Purchasing Agent and Assistant Director on required Board documentation.
14. Perform the intellectual and analytical requirements regarding direct assignments and other related duties and responsibilities, as required.
15. Reviews purchase requisitions for appropriateness and accuracy to prepare purchase orders for issue to vendors.
16. Maintain confidentiality of materials and personnel information.
17. Perform duties in accordance with federal, state, and/or local purchasing laws and policies.
18. Assist in developing and administering procedures and policies related procedures and policies related to Procurement & School Resources.
19. Perform other duties as assigned by supervisor.



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## Supervisory Responsibilities

None

## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress
- Work with frequent interruptions
- Work hours may occasionally be prolonged and irregular
- Prolonged use of the computer, repetitive hand motions

## Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
 Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.