

CITY OF FONTANA CONTRACTS ANALYST

DEFINITION: Under general supervision, the Contracts Analyst performs professional-level duties in the planning, development, analysis, negotiation, and administration of contracts for goods, services, and professional agreements. The incumbent ensures compliance with federal, state, and local laws, as well as organizational policies and procedures. The Contracts Analyst collaborates with internal departments, vendors, and legal teams to manage contractual obligations effectively while mitigating risks.

DISTINGUISHING CHARACTERISTICS: The Contracts Analyst shall have the knowledge of the principles and practices of contract development, administration, and procurement; federal, state, and municipal purchasing laws, regulations, and policies; competitive bidding procedures and contract negotiation strategies; cost-benefit and risk analysis techniques; vendor sourcing, performance evaluation, and dispute resolution; and business and legal terminology related to contracts and procurement. Additionally, the incumbent shall have the skills and abilities to analyze, draft, and negotiate contract terms and conditions; interpret and apply relevant laws, policies, and procedures; prepare clear, concise reports and contract documentation; manage multiple projects and meet deadlines in a fast-paced environment; establish and maintain effective relationships with vendors, contractors, and internal teams; and be proficient in Microsoft Office (Word, Excel, Outlook, etc.).

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to, the following:

- Prepare, review, and process contracts, agreements, and purchase orders for compliance with legal and procedural requirements.
- Ensure all contracts conform to applicable laws, regulations, and organizational policies.
- Assist in contract negotiations to achieve optimal terms and conditions.
- Monitor and enforce contract terms, performance metrics, and compliance standards.
- Develop and issue Requests for Proposals (RFPs), Requests for Quotations (RFQs), and Invitations for Bids (IFBs).
- Evaluate bid responses based on criteria such as cost-effectiveness, qualifications, and compliance with project specifications.
- Provide recommendations on vendor selection and award contracts based on best value analysis.
- Conduct cost analysis and market research to determine fair pricing and competitive contract terms.
- Assess risks associated with contract provisions and recommend mitigation strategies.
- Monitor financial performance of contracts, including expenditures, amendments, and adjustments.
- Act as a liaison between internal departments and external vendors to facilitate

contract execution and resolution of disputes.

- Provide training and guidance to staff regarding contract policies, procedures, and best practices.
- Address vendor concerns, negotiate changes, and ensure quality service delivery.
- Maintain and improve contract templates, procurement guidelines, and compliance checklists.
- Stay updated on legal and regulatory changes affecting contracts and procurement.
- Develop and recommend enhancements to contract management systems and processes.
- Establishes and maintains cooperative working relationships with those contacted in the course of work.
- Effectively communicate, both verbally and in writing, with a variety of audiences.
- Maintain prompt and regular attendance.
- Sound judgement and attention to detail.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, this position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when working with the phone.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would prove the required knowledge is qualifying. The incumbent must have knowledge of:

- Principles and practices of contract development, administration, and procurement; competitive bidding procedures and contract negotiation strategies; cost-benefit and risk analysis techniques; vendor sourcing, performance evaluation, and dispute resolution; and business and legal terminology related to contracts and procurement.
- Federal, state, and municipal purchasing laws, regulations, policies, and procedures.
- Typical sources and types of products, commodities, and services used by a city government.
- Computerized purchasing, inventory, and accounting systems.
- Principles and procedures of financial record keeping and reporting.
- Knowledge of relevant tools, software, and/or technology used within the role.
- Understanding of organizational policies, procedures, and best practices.
- Principles and practices of excellent customer service.

- Knowledge of safe work practices, OSHA regulations, and workplace health and safety procedures to ensure a safe working environment.

The incumbent must have the ability to:

- Use a personal computer, telephone, and other electronic devices, to access information, complete documentation, and communicate effectively.
- Understand and follow both oral and written instructions accurately.
- Identify issues, evaluate data, and implement effective solutions (problem solving).
- Manage multiple priorities and meet deadlines.
- Work collaboratively with others in a team environment.
- Perform tasks accurately and thoroughly, with a focus on quality.

Experience: A minimum of two (2) years of experience in contract administration, procurement, compliance, or a related area. Experience in public sector contracting or procurement is preferred.

Education: A Bachelor's Degree from an accredited college or university in business administration, public administration, finance, law, or a related field. Additional years of relevant experience may substitute for education on a year-for-year basis.

License/Certifications:

- Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent.
- Certification in public procurement or contract management (e.g., CPPB, CPPO, CPSM) is desirable but not required.

SUPPLEMENTAL INFORMATION: Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.

Notes:

Classification established 05/05/2025