

The University of Texas at San Antonio

Job Description

Job Title: Contracts Administrator
Code: 19815
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Business Contracts Office
Reports To: Director

Summary

Function:

Provide leadership and advanced skills in completion of University business contracting systems and various contract projects and processes in accordance with applicable state laws and University policies and procedures.

Scope:

Lead, coordinate and administer a variety of business contract projects, including facilitating the completion of a wide range of conventional and non-conventional lower risk contracts, independently managing the University's campus contracting system and related contract technology and overseeing the Business Contracts Office distribution chain. Independently determine the disposition of conventional business contracting issues, referring to a supervisor on complex, higher risk issues.

Duties

Typical:

1. Administer the incoming and outgoing business contract distribution chain, including reviewing incoming business contracts to ensure appropriate completion of standard contract law requirements and consistency with standard policies and procedures. Distribute contract workload to staff based on departmental policies.
2. Review, analyze and revise various business-related agreements and associated documents for the University to ensure protection of the University and compliance with applicable laws and policies, deferring to a superior for any non-conventional negotiation required with external entities. Facilitate the signature execution process for various contracts in accordance with departmental policy.
3. Supervise support staff operations of the department and provide effective leadership, direction, and guidance to contracting support staff.
4. Collaborate with and provide effective direction to departments on various contracting projects and issues, including basic contract terms and conditions, the campus contract management system and related contracting technology, proper completion of conventional and standard contracts and routing processes.

5. Independently monitor, investigate and perform problem resolution on business contracting issues, referring to a supervisor for advanced, complex concerns.
6. Provide leadership to and coordinate with internal office staff, executive offices and other applicable University stakeholders to ensure compliance with institutional contract policies and procedures.
7. Responsible for system administration and maintenance of the University's Campus Contracts Management System, including performing System software configuration and reconfiguration to match business processes and continuing improvement initiatives. Execute system testing to ensure effective operational functions.
8. Assist with documenting system processes and coordinating system functions and business practices.
9. Perform data extraction from contracting systems and complete conversion of data for required metrics and reports. Perform data analysis and cleansing of reports pulled from system. Provide reports to Director or directly to executive offices as necessary.
10. Promote and develop end user understanding of contracting procedures and processes through training and direct interaction. Assist with formal University contracting training as necessary.
11. Administer and maintain the departmental website and serve as the department's webmaster. Administer and maintain other related contracting technology, such as secure SharePoint sites and group email listserves.
12. Provide administrative contracting support as required to facilitate proper contract execution. Maintain proper contracting files, records and associated documentation.
13. Administer and serve as a project management liaison for a variety of contracting projects.
14. Proactively identify process improvement opportunities and support continuous improvement initiatives, including identifying and recommending contracting opportunities to further procurement strategies.

Periodic:

1. Coordinate and complete special contracting projects and initiatives as needed.
2. Assist with management of fiscal operations and reports, and in ensuring institutional compliance of office fiscal operations.
3. Represent the Business Contracts Office in internal University meetings and/or when representation is needed for public meetings. Attend and serve as a representative for the Business Contracts Office at external meetings or conferences.
4. Perform additional duties as assigned.

Education

Required	Preferred
Associate's degree from an accredited institution.	Bachelor's degree from an accredited institution.

Other Requirements

Required	Preferred
Excellent verbal and written communication skills and problem solving skills. Ability to respond with tact and diplomacy to direct positive outcomes in the contracting process.	Contracting certifications from the State of Texas and/or a nationally recognized organization.
Must be detail oriented and demonstrate the analytical skills necessary to resolve complex problems and issues while managing multiple deadlines on time sensitive projects.	Certification as a system administrator of a nationally recognized contract management system or a similarly functioning system, such as a nationally recognized eProcurement management system.
Ability to work cooperatively with all personnel, including contractor representatives, the University community and other related agencies and organizations.	Proficient knowledge of higher education organizational structure, policies, rules and procedures.
Must have demonstrated experience working within a team environment and effectively coordinating and facilitating the requirements of diverse groups and individuals.	
Demonstrated advanced proof reading skills.	

Experience

Required	Preferred
Three years of professional contracting experience.	Government contracting experience, particularly experience with Texas agencies.
	Experience utilizing a contract management and workflow system.
	Experience in a university contracting environment.

Equipment

Required	Possible
Must be computer literate and proficient in the use of office computer software and other standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	May require occasional evening and weekend work.

Supervision

Received	Given
Largely independent with general direction on new assignments or complex, non-conventional projects.	May directly or indirectly supervise staff and/or student worker.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.