

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Senior Contracts Specialist  
Code: 19817  
Salary Grade: 63  
FLSA Status: Exempt  
Department/Division: Business Contracts/Business Affairs  
Reports To: Contracts Manager

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## *Summary*

- Function: Provides advanced leadership in overseeing various University business contracting processes in accordance with applicable state laws and University policies and procedures.
- Scope: Lead, coordinate and administer various business contract projects associated with an unlimited range of services with diverse ranges of complexity, and independently determine the disposition of conventional, non-conventional, and complex business contracting issues.

## *Duties*

- Typical:
  1. Review, negotiate, and draft business-related agreements and associated documents for the University, including advanced, complex contracts. Analyze, negotiate, and draft terms and conditions associated with customary and non-customary complex business agreements to ensure protection of the University, compliance with applicable state laws, UT System policies, and University regulations.
  2. Coordinates with the Purchasing Office and applicable departments to develop strategic procurement solicitations, including developing terms, conditions, and scopes of work necessary for the completion of those agreements resulting from the solicitations; develops resulting agreements.
  3. Negotiate directly with business entities, including their legal representatives, in completion of a wide range of contracting processes; lead and facilitate contract negotiation processes and provide direction to University representatives in contract negotiations.
  4. Function as a liaison between University departments and related contracting entities; establish and maintain internal/external relations with contractors and other relevant agencies and organizations.

5. Review and analyze an unlimited range of contracting scopes of work and/or specifications; provide direction and leadership to University departments in developing complex scopes of work, and research, redraft, and develop scope documents as necessary to establish clarity and to secure the best interests of the University.
  6. Coordinate with and provide direction to departmental personnel regarding institutional, system, and state policies, and procedures related to contracting.
  7. Independently monitor, investigate, and perform problem resolution, including negotiating solutions to complex and high-impact and contracting issues.
  8. Coordinate with Purchasing Office staff, applicable University departments, UT System Offices, and other related agencies to ensure compliance with institutional, system, state, and federal procurement policies, regulations, requirements and legislation.
  9. Performs certain legal research and analysis as required to facilitate contract execution.
  10. Coordinate and oversee contract execution and provides University departments with guidance on contract administration.
  11. Promote and develop end user understanding of contracting procedures and processes through training and direct interaction; assist with, and conduct if necessary, University contracting training.
  12. Drafts standard template agreements, addenda, and related contracting documents for use by University departments.
  13. Proactively identify process improvement opportunities and support continuous improvement initiatives, including identifying and recommending procurement opportunities to further procurement strategies.
  14. Perform additional duties as assigned
- Periodical:
    1. Represents the Business Contracts Office and the Purchasing and Distributions Services Department in related meetings, and committees.
    2. Provides support to the Contract Manager in evaluating, drafting, developing, and implementing contract policies and procedures.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution.	Graduate degree from an accredited institution, particularly in a legal field, or in English, political science, public administration, or business administration..

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Excellent verbal and written communication skills and problem-solving skills.	Contracting or purchasing certifications from the State of Texas and/or a nationally recognized organization.
Must possess demonstrated experience in analyzing complex issues and managing multiple deadlines on time-sensitive projects.	
Demonstrated skill in coordinating and facilitating the requirements of diverse groups.	
Demonstrated advanced proof-reading skills.	
Criminal Background Check.	

***Experience***

<b>Required</b>	<b>Preferred</b>
Six years of professional contracting experience, including direct experience developing and completing high level business contracts.	Experience in a University contracting environment. Government contracting experience, particularly experience with Texas agencies.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer, Microsoft Office suite, and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office conditions.	May require occasional evening and weekend work.

***Supervision***

<b>Received</b>	<b>Given</b>
Largely independent with general instructions and/or guidance on new assignments.	May directly or indirectly supervise support staff.

***Accuracy***

Proficiency in all duties performed.
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***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.