**P5: Level Standards**

**GENERAL ROLE**

This level is accountable for serving in an advanced senior resource capacity in an area of specialization.

Incumbents:

* Serve in a subject leader and consultative capacity within an area of specialization.
* Serve in the most advanced capacity and frequently being assigned project leadership roles within a specific administrative/programmatic function or specialty area.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under direction.
* Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

*🡪 Context of Decisions*

* Decisions are driven by office/departmental policy and procedures.

*🡪 Job Controls*

* Free to plan and carry out all phases of work assignments.
* Has the latitude to make daily operational decisions.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Issues tend to be operational in nature.

*🡪 Course of Resolution*

* Identifies issues and gathers facts.
* Must understand the smallest details of an assigned area.

*🡪 Measure of Creativity*

* Problems are not amenable to strict technical resolution, requiring innovative thinking for resolution.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

**SCOPE AND MEASURABLE EFFECT**

* Actions regularly affect a department or a project outcome with department/office impact.
* Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
* Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

**Job Template**

**GENERAL SUMMARY**

Leads procurement contracting strategies and activities of assigned commodities related to contract development, negotiation, and administration to support the procurement of goods and/or services for all University campuses.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under direction of a manager or director. Serves as a lead over the day-to-day operations of a group of employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Develops, negotiates, establishes, and drafts complex and higher level procurement contracts through vendor negotiations and consultation with University officials, stakeholders, subaward recipients and project managers.
* Plans and implements procurement contracting strategies and procedures for improved efficiency and effectiveness; monitors contracts and agreements, identifies issues and takes corrective actions to ensure compliance with federal and state statutes/regulations, Board of Trustees policies, Office of the Attorney General guidelines, University procedures and contract terms and conditions.
* Oversees the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
* Acts as the primary liaison with the Office of the General Counsel, Office of the Attorney General, outside legal counsel, senior University administrators and officials, federal agencies and other sponsors.
* Provides guidance to stakeholders and colleagues on a number of complex contractual issues and situations to minimize risk to the University.
* Serves as a primary resource to the University community regarding Federal, State, and University requirements, policies, procedures, and guidelines related to procurement contracting.
* Analyzes technical data (vendor performance, quality of services, pricing, etc) to prepare contracts, vendor agreements or make recommendations for improvements.
* Represents the unit and supervisor, as authorized, to all levels of University officials, outside agencies, and vendors.
* Establishes and maintains contractual templates/language libraries.
* Conducts training seminars for staff pertaining to University compliance for all contractual issues.
* Actively serves on University committees to develop policies and procedures that enhance and promote the overall mission of the University.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in closely related field and six to seven years of related professional contract law/paralegal experience in a comparable institutional environment.

OR

* J.D. or Master’s degree and four or more years of related professional experience with contract law in a comparable institutional environment.

OR

* Associate’s degree in closely related field and eight or more years of related professional experience with contract law in a comparable institutional environment.

**COMPETENCIES**

**Knowledge of:**

* Contracting and procurement law, principles, and practices
* Federal and State statutes/regulations
* Microsoft Office and related software applications

**Skill in:**

* Supervision and leadership
* Planning and organization
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Negotiate with various stakeholders
* Evaluate contracts to determine compliance and risk
* Ability to work under tight deadlines and manage multiple projects
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Analyze complex proposals and business trends
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management