

## **Job Template: Contract Specialist 1**

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Procurement
<b>Job Path</b>	Contracting
<b>Job Title</b>	<b>Contract Specialist 1</b>
<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: B51000</b>

### **P4: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

#### **INDEPENDENCE AND DECISION-MAKING**

→ *Supervision Received*

- Works under direction.

→ *Context of Decisions*

- Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
- Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

→ *Job Controls*

- Has the latitude to make decisions on projects that they are accountable for delivering on.
- Free to plan and carry out all phases of work assignments.

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### **COMPLEXITY AND PROBLEM SOLVING**

→ *Range of issues*

- Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

→ *Course of Resolution*

- Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

→ *Measure of Creativity*

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

### **COMMUNICATION EXPECTATIONS**

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.
- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

### **SCOPE AND MEASURABLE EFFECT**

- Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.

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- Generally, have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is “owned” by a different work unit.

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### **Job Template**

#### **GENERAL SUMMARY**

Plans, organizes, and carries out all assigned responsibilities 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 limited supervision of a supervisor or manager.

#### **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 negotiation and contract strategy plans and procedures to achieve contract and procurement goals while protecting University interests.
- Prepares, negotiates, establishes, and reviews contracts between the University, internal and external stakeholders, subaward recipients, vendors, and others.
- Ensures contracts comply with Federal and State statutes and regulations, and University requirements, policies and procedures.
- Defines and negotiates technical requirements and appropriate legal terms and conditions relative to contractual obligations. Issues or recommends contract and service awards.
- Performs contract administration functions; monitors and tracks vendor contract terms and conditions; evaluates quality of services and recommend improvements.
- Ensures the unique needs of the University are being addressed; initiates corrective actions when problems are identified.
- Acts as liaison between University stakeholders, Office of the Attorney General, Office of General Counsel, outside legal counsel, vendors, contractors, federal agencies, sponsors and others.
- Prepares and disseminates administrative reports, records, and correspondence as needed.

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- Collaborates with Procurement Specialists or Sponsored Program staff to properly inform customers, vendors and collaborators about procurement contracting procedures and guidelines.
- Provides training for faculty and staff on University compliance for all contractual issues.
- Serves on related committees, as requested.
- May lead staff and student employees, as assigned.
- Performs related work as required.

### MINIMUM QUALIFICATIONS

- Bachelor's degree in related field and four to five years of related professional experience in a comparable institutional environment.  
OR
- Associate's degree in related field and six or more years of related professional experience in a comparable institutional environment.  
OR
- Eight years of professional contracting experience in a comparable institutional environment.

*An equivalent combination of education and/or experience may be substituted for the degree and years requirement.*

### COMPETENCIES

#### **Knowledge of:**

- Contract law
- Federal and State procurement statutes and policies
- Microsoft Office and related software applications

#### **Skill in:**

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

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### **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

## **Job Template: Contract Specialist 2**

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<b>Job Title</b>	<b>Contract Specialist 2</b>
<b>Job Category: P</b>	<b>Job Level: 5</b>
<b>FLSA Status: E</b>	<b>Job Code: B51001</b>

### **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 Received*

- 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.

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<b>Job Category: P</b>	<b>Job Level: 5</b>
<b>FLSA Status: E</b>	<b>Job Code: B51001</b>

→ *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.



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### **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.

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- 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

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### **Ability to:**

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- 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