**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 Receive*d

* 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.

**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.
* 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.

**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.
  + 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

**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