

The University of Texas at San Antonio

Job Description

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

Summary

- **Function:** Provide leadership and technical skills in completion of University business contracting systems and various standard contract projects in accordance with University policies and procedures.
- **Scope:** Coordinate and administer the Business Contracts Office distribution chain and related technology systems, and determine the disposition of conventional business contracting issues, referring to a superior on non-conventional issues.

Duties

- **Typical:**
 1. Review incoming business contracts to ensure appropriate completion of standard contract law requirements, and consistency with standard procedures and contract templates;
 2. Establish initial contract files based on incoming requests; distribute contract workload to staff based on departmental assignments.
 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 issues related to incoming and outgoing business contracts, including basic contract terms and conditions, proper completion of standard contracts, routing processes; monitor, investigate, and perform problem resolution on business contracting issues.
 5. Coordinate with office staff, the Purchasing department, executive offices, and other applicable University stakeholders ensure compliance with institutional contract policies and procedures.
 6. Responsible for system administration and maintenance of the 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.

7. Assist with documenting system processes and coordinating system functions and business practices.
8. 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.
9. Promote and develop end user understanding of contracting procedures and processes through training and direct interaction; assist with formal University contracting training as necessary.
10. Maintain office website and related contracting technology, such as secure SharePoint sites and group email listserves.
11. Provide administrative contracting support as required to facilitate proper contract execution; maintain proper contracting files, records, and associated documentation.
12. Administer and serve as a project management liaison for designated institutional leases.
13. Proactively identify process improvement opportunities and support continuous improvement initiatives, including identifying and recommending procurement opportunities to further procurement strategies.
14. Manages and coordinates administrative and fiscal operations of the office, including budgets, personnel time and attendance, travel, and account reconciliation; ensures institutional compliance in all aspects of office administrative and fiscal operations.

- Periodic:

1. Coordinate and complete special contracting projects and initiatives as needed.
2. 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.
3. 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.	Experience utilizing a contract management and workflow system, and experience utilizing a contracts database system.
Must be detail oriented, and demonstrate the analytical skills necessary to resolve complex problems and issues while managing multiple deadlines on time-sensitive projects.	Experience with an Enterprise Resource Planning (ERP) 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.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience in a contracting environment.	Direct experience reviewing and analyzing business contracts.
	Experience in college or university purchasing environment
	Experience working in a government public sector 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

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Effective 7/15/2019

Generally independent with direction on non-conventional issues or new or difficult projects.	May directly or indirectly supervise office support staff.
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Accuracy

High level of proficiency in all phases of the 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.