

The University of Texas at San Antonio

Job Description

Job Title: Contracts Specialist III
Code: 19816
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Business Contracts Office/Business Affairs
Reports To: Contracts Manager

Summary

- Function: Provide 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, and non-conventional business contracting issues.

Duties

- Typical:
 1. Provide effective leadership to office staff on contract related issues, and assist with training of staff.
 2. 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.
 3. Coordinate with the Purchasing Office and applicable departments on procurement solicitations that will result in formal agreements to ensure appropriate terms are included in the solicitation, and the scope of work will effectively transfer to the agreement; develop resulting agreements.
 4. Negotiate directly with business entities, including their legal representatives, in completion of a wide range of contracting processes; lead and facilitate contract negotiation processes; establish and maintain internal/external relations with contracting entities and other relevant agencies and organizations.

5. Function as an effective liaison between University departments and related contracting entities, and provide direction to University representatives in contract negotiations.
 6. Review and analyze an unlimited range of contracting scopes of work and/or specifications, and research, redraft, and develop scope documents as necessary to establish clarity and to secure the best interests of the University; provide direction and leadership to University departments in developing scopes of work,
 7. Coordinate with and provide direction to departmental personnel regarding institutional, system, and state policies, and procedures related to contracting.
 8. Independently monitor, investigate, and perform problem resolution related to contracting issues, referring to a supervisor for advanced, complex concerns.
 9. Coordinate with Purchasing Office staff, UT System Offices, and other related agencies to ensure compliance with state, UT System, and institutional contract requirements.
 10. Perform certain legal research and analysis as required to facilitate contract execution.
 11. Coordinate and oversee contract execution and provide University departments with guidance on contract administration as necessary.
 12. Assist in supporting operations related to the electronic contracting system
 13. 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.
 14. Proactively identify process improvement opportunities and support continuous improvement initiatives, including identifying and recommending procurement opportunities to further procurement strategies.
 15. Perform additional duties as assigned.
- Periodical:
 1. Represent the Business Contracts Office and the Purchasing and Distributions Services Department in related meetings, and committees.
 2. Provide support in evaluating, drafting, developing, and implementing contract policies and procedures.

Education

Required	Preferred
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

Required	Preferred
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

Required	Preferred
Four 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

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

Working Conditions

Usual	Special
Normal office conditions.	Requires occasional evening and weekend work.

Supervision

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

Accuracy

Proficiency in all duties performed.

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.