

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Contracts Specialist II  
Code: 19818  
Salary Grade: 61  
FLSA Status: Exempt  
Department/Division: Business Contracts/Business Affairs  
Reports To: Contract Manager

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## *Summary*

- Function: To provide advanced skills in completion of various University business contract projects in accordance with applicable state laws and University policies and procedures.
- Scope: Lead, coordinate and administer business contract projects associated with an unlimited range of services, and independently determine the disposition of conventional and non-conventional business contracting issues, referring to a superior for advanced, complex issues.

## *Duties*

- Typical:
  1. Review, negotiate, and draft various business-related agreements and associated documents for the University. Analyze, negotiate, and draft terms and conditions of agreements to ensure protection of the University, compliance with applicable laws and codes, UT System regulations, and University policies.
  2. Negotiate directly with business entities, including their legal representatives, in completion of the contracting process; lead and facilitate contract negotiation processes and guide University representatives in business contract negotiations, with supervisor direction on complex issues;
  3. Function as a liaison between University departments and related contracting entities; establish and maintain internal/external relations with contractors and relevant agencies and organizations.
  4. Review and analyze various contracting scopes of work; coordinate with applicable University departments to establish scope clarity; revise and develop scope as necessary to secure the best interests of the University.
  5. Confer with and provide direction to departmental personnel regarding institutional, system, and state policies, and procedures related to contracting; monitor, investigate and perform problem resolution on contracting issues.

<ol style="list-style-type: none"> <li>6. Coordinate with the Purchasing Office staff, applicable University departments, UT System Offices, and other related agencies to ensure compliance with applicable contracting laws and codes, and institutional and System regulations .</li> <li>7. Performs limited legal research and analysis as required to facilitate contract execution.</li> <li>8. Analyzes risk and efficiency factors in determining contractual requirements.</li> <li>9. 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.</li> <li>10. Maintain proper contracting files, records, and associated documentation.</li> <li>11. Performs additional duties as assigned</li> </ol> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. Represents the Business Contracts Office and the Purchasing and Distributions Services Department in related meetings, and committees.</li> </ol> </li> </ul>
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**Education**

<b>Required</b>	<b>Preferred</b>
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**

<b>Required</b>	<b>Preferred</b>
Excellent verbal and written communication skills and problem-solving skills.	
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**

<b>Required</b>	<b>Preferred</b>
Three years of professional contracting experience.	Experience completing complex or high-level business contracts. Experience in a University contracting environment. Government contracting experience, particularly experience with Texas agencies.

***Equipment***

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

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office conditions.	May require occasional evening and weekend work.

***Supervision***

<b>Received</b>	<b>Given</b>
Largely independent with direction on new or difficult projects.	May directly or indirectly supervise support staff.

***Accuracy***

Exacting accuracy in all phases of the work.

***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.