

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Contracts Specialist I  
Code: 19819  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Purchasing & Distribution Services/Business Affairs  
Reports To: Director, Business Contracts

---

## *Summary*

- Function: Provides proficient contracting knowledge and skill in completion of various University business contract projects in accordance with applicable state laws and University policies and procedures.
- Scope: Coordinate and administer conventional business contract projects associated with a various range of services, and determine the disposition of conventional business contracting issues, referring to a superior on non-conventional issues.

## *Duties*

- Typical:
  1. Review, edit, and redraft conventional business agreements and associated documents for the University. Analyze, review, and redline for a superior's review the terms and conditions of agreements to ensure protection of the University, compliance with applicable state laws, UT System policies, and University regulations.
  2. Facilitate contract negotiation processes and guide University representatives in negotiations of standard and conventional business contracts, with supervisor direction on non-conventional issues.
  3. Function as a liaison between University departments and related contracting entities; establish and maintain internal/external relations with contractors and other business entities and organizations.
  4. Review scopes of work associated with conventional business contracts; coordinate with applicable University departments to establish scope clarity, and perform scope revisions scope as necessary to secure the best interests of the University.
  5. Coordinate with the Purchasing Office and other applicable University departments to ensure compliance with institutional, system, and state requirements related to contracting; advise administrators and staff regarding contractual requirements.

<ol style="list-style-type: none"> <li>6. Monitor, investigate and perform problem resolution on conventional business contracting issues.</li> <li>7. Analyzes risk and efficiency factors in determining contractual requirements.</li> <li>8. Promote and develop end user understanding of contracting procedures and processes through training and direct interaction.</li> <li>9. Maintain proper contracting files, records, and associated documentation.</li> <li>10. 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> <li>2. Assist with contract training as required.</li> </ol> </li> </ul>
---

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution.	Graduate degree from an accredited institution.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of experience in a contracting environment.	Direct experience redrafting and negotiating 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>
General supervision with detailed instruction and/or guidance on new assignments.	None.

***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.