AUBURN
Human Resources

Asst Dir, Contract Administration

Job Description

JOB INFORMATION

Job Code	ED32
Job Description Title	Asst Dir, Contract Administration
Pay Grade	FO12
Range Minimum	$74,400
33rd %	$94,240
Range Midpoint	$104,160
67th %	$114,090
Range Maximum	$133,930
Exemption Status	Exempt
Organizational use restricted to the following divisions	113 AVP-Financial Services/Controller
Approved Date:	1/15/2025 6:04:43 PM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Procurement & Payment Services

JOB SUMMARY

Directs and oversees the Contract Administration area of Procurement and Business Services (PBS) for all Title 41 (State of Alabama Competitive Bid Law) and Title 39 (State of Alabama Public Works Bid Law) projects. Manages bidding, procurement strategy, and compliance for the Title 39 projects.

RESPONSIBILITIES

- Oversees the contracting for the University and the Alabama Cooperative Extension System (ACES) and manages the contracting staff that drafts, reviews, and executes University contracts. Ensures compliance with applicable law and policy. Coordinates agreement terms with campus stakeholders and negotiates with external parties. Monitors and tracks the status of existing university agreements.
- Manages highly complex contractual relationships with competing interests and ensures University business partners operate within the confines of conveyed rights and responsibilities.
- Serves as a liaison and interfaces with campus constituents to provide guidance on contract issues and presents training, including Human Resource Development (HRD) courses, related to University contracting.
- Facilitates the review and negotiation of University contracts through the evaluation of institutional risks in accordance with Alabama law and University policies.
- Works with various campus stakeholders to develop and implement improved efficiencies for the contracting process.
- Oversees bidding and procurement strategy for the State of Alabama Public Works Bid Law (Title 39).
- Manages agreements between other companies and the University and negotiates the best deal for the University, to bring in new or improved revenue streams.
- Oversees the development and implementation of a comprehensive Contract Repository. Responsibilities include overseeing the process, evaluating system options, and training campus on the use of the system.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Accounting, Finance, Business Administration, or related field. Juris Doctorate or Master's Degree is desired.		5 years of	Reviewing, drafting negotiating, managing, and administering contracts. Supervising full-time employees for at least 2 years is required. Alabama bid law, contract negotiation, and contract review is preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong analytical, written and verbal communications, and interpersonal skills required.	
Ability to understand and interpret legal contract language, identify problematic terms, translate for and communicate effectively with stakeholders, and negotiate with third-party entities.	
Ability to interpret and apply state and federal law relating to contracts, bid process, and administrative operations.	
Ability to effectively manage the collaborative review process with other campus stakeholders.	
Ability to conform with externally imposed deadlines, adjust priorities accordingly, and coordinate with internal stakeholders and outside vendors.	
Ability assemble, coordinate, and manage teams of internal stakeholders with widely disparate and sometimes conflicting interests.	
Ability to maintain professionalism and direction in high-stress situations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	And
	Must obtain and maintain active International Association for Contract and Commercial Management (IACCM) Practitioner certification, or approved equivalent.	within 1 Year	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.