AUBURN
Human Resources

Spec II, Contract Administration

Job Description

JOB INFORMATION

Job Code	ED33B
Job Description Title	Spec II, Contract Administration
Pay Grade	FO07
Range Minimum	$44,460
33rd %	$53,360
Range Midpoint	$57,800
67th %	$62,250
Range Maximum	$71,140
Exemption Status	Exempt
Organizational use restricted to the following divisions	113 AVP-Financial Services/Controller
Approved Date:	1/1/1900 12:00:00 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Contract Administration Specialist I reports directly to the Assistant Director of Contracts Administration and plays a crucial role in the review, creation, and management of contracts. This position focuses on the procurement of goods and services in compliance with Alabama's Title 41 (State of Alabama Competitive Bid Law), as well as oversees bidding, construction, and renovation projects under Alabama's Title 39 (State of Alabama Public Works Bid Law). Additionally, this role provides essential administrative and analytical support to the Contract Administration team.

RESPONSIBILITIES

- Assists in the creation, processing, review, and execution of consultant agreements, amendments, construction contracts, and change orders. Ensures all activities comply with applicable laws and policies.
- Supports the facilitation of Public Bid Openings by ensuring all required documents are present and complete, in accordance with the Code of Alabama and university policies and procedures.
- Interprets and communicates applicable state and federal laws, regulations, university policies, and administrative opinions related to University contracts to both internal and external stakeholders.
- Supports the Assistant Director of Contract Administration by serving as a point of contact for guidance on compliance with Alabama’s Title 39 and other relevant laws and policies.
- Assists in developing and delivering training programs on processes and procedures related to contracting requirements for campus constituents.
- Generates and processes requisitions and purchase orders using the TigerBuy system.
- May support the Assistant Director of Contract Administration by reviewing and approving requisitions within the TigerBuy system.
- Performs a variety of administrative duties, including effective communication via email, electronic signature, phone, or mail with internal entities, contractors, and consultants to obtain required contract documents. Coordinates and schedules staff, individual, and other requested meetings for Contract Administration, and handles additional administrative tasks as needed.
- Assists in reviewing and ensuring sufficient budgets are available to process and execute required contracts and agreements.

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	No supervisory responsibilities.

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	No Specific Discipline	and	0 years of	Experience in public contract administration, computer operation, software, databases and Microsoft Office programs.	Or
Associate's Degree or Vocational Certificate	No Specific Discipline	and	4 years of	Experience in public contract administration, computer operation, software, databases and Microsoft Office programs.	Or
High School Diploma		and	6 years of	Experience in public contract administration, computer operation, software, databases and Microsoft Office programs.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of federal and state contracting regulations.	
Strong analytical, written and verbal communications, and interpersonal skills required.	
Knowledge of customer service best practices.	
Ability to understand and navigate computers, software, and databases.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.