AUBURN
Human Resources

# Dir, Strategic Business Operations

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | ED43 |
| Job Description Title | Dir, Strategic Business Operations |
| Pay Grade | FO14 |
| Range Minimum | $95,010 |
| 33rd % | $123,510 |
| Range Midpoint | $137,760 |
| 67th % | $152,010 |
| Range Maximum | $180,510 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 113 AVP-Financial Services/Controller |
| Approved Date: | 9/3/2024 2:26:59 PM |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Financial & Business Operations |
| Job Function: | Business Administration |

## JOB SUMMARY

Directs and coordinates all aspects of contract management by providing professional leadership, strategic planning, and supervision of the business activities and operations of Business & Finance and Procurement and Business Services (PBS).

## RESPONSIBILITIES

- Serves as the senior contracting director 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 liaison and interfaces with campus constituents to provide guidance on contract issues and present training (including HRD Courses) related to university contracting.
- Manages the Campus Sponsorship program to include identifying areas of opportunity among campus corporate contracts and relationships, assembles stakeholders to monetize inventory, and creates and obtains additional service value from existing and potential corporate partners.
- Interfaces with and recruits stakeholders to gain participation and coordinates efforts. Manages the centralized administrative functions of existing campus sponsorship programs, including revenue tracking and personnel management for a contract officer.
- Manages multimillion dollar contracts, campus sponsorships, and strategic planning agreements for the University.
- Manages agreements between other companies and the University and negotiates the best deal for the University, to bring in new or improved revenue streams.
- Provides consultation and 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

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| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |

## 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.<br><br>Juris Doctorate or Master's Degree desired. | and | 8 years of | Reviewing, drafting, negotiating, managing, and administering contracts.<br><br>Project management and working with 3rd party consultants.<br><br>Supervising full-time employees for at least 2 years.<br><br>Alabama Bid law, contract negotiation, and contract review is preferred. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| 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 identify, solicit, negotiate, and manage external revenue-generating partnerships. | |
| Strong analytical, written, and verbal communications, and interpersonal skills required. | |
| Ability to conform with externally imposed deadlines, adjust priorities accordingly, and coordinate with internal stakeholders and outside vendors. | |
| Ability to 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 | |
|---|---|---|---|---|
| None Required. | | | | |

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## 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 | | | |
| 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.