AUBURN
Human Resources

Contract Officer I

Job Description

JOB INFORMATION

Job Code	KE07
Job Description Title	Contract Officer I
Pay Grade	FO09
Range Minimum	$54,190
33rd %	$66,840
Range Midpoint	$73,160
67th %	$79,480
Range Maximum	$92,130
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/30/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director of Strategic Business Operations, the Contract Officer I assists in the review, negotiation, and administration of contracts involving the purchase or lease of goods or services under Alabama's Title 41; sponsorship and revenue-generating agreements; contracts involving the lease or sale of real property; and any agreements that may have financial or liability implications for Auburn University that hasn't been otherwise expressly assigned through Signature Authority Policy.

RESPONSIBILITIES

- Assisting with the review, negotiation, and execution of university contracts, ensuring compliance with applicable law and policy.
- Assists in coordinating the agreement terms with campus stakeholders and negotiates with external parties.
- Assists and monitors existing university contracts to ensure that covenants are kept, revenue payments are received, and terms do not lapse.
- Reviews and explains applicable state and federal laws and regulations, university policy, and administrative opinions relating to Auburn University contracts.
- Assists in providing guidance and training to campus constituents related to university contracting, including Human Resources Development courses.
- Works within the Jaggaer contract management module; establishes and maintains standard contract routing and approval procedures.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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 contract review, negotiation, or management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of federal and state contracting regulations.	
Ability to interpret and explain complex legal documents.	
Excellent written and verbal communication skills.	
Strong organizational and time-management skills.	

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

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.