
Auburn University Job Description

Job Title:	Dir, Strategic Business Operations	Job Family:	No Family
Job Code:	ED43	Grade FO14:	\$85,500 - \$162,500
FLSA status:	Exempt		

Job Summary

Reporting to the Assistant Vice President (AVP) of Budgets & Business Operations, the Director of Strategic Business Operations directs and coordinates all aspects of contract management, business intelligence, and process improvement by providing professional leadership, strategic planning, and supervision of the business activities and operations of Business & Finance and Procurement and Business Services (PBS).

Essential Functions

1. Serves as the senior contracting director for Auburn University and the Alabama Cooperative Extension System, responsible for 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.
2. Serves as liaison and interfaces with campus constituents to provide guidance on contract issues and present training (including HRD Courses) related to university contracting, business analytics, and organizational process improvement.
3. Manages Business and Finance's 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 and an analytics specialist.
4. Manages the day-to-day operations of the Business Intelligence team to ensure that Business and Finance data is being analyzed and that relevant findings are being shared with leadership and constituents to identify and realize cost savings and revenue return in the form of discounts, rebates, profitability enhancements, and efficiencies. Identifies and/or creates key performance indicators (KPIs) and similar metrics to create goals and standards for operational success.
5. Serves as primary liaison between Business and Finance and external consultants. Works closely with Business and Finance leadership on process improvement analysis. Identifies, plans, and implements key projects to improve quality, reduce costs, increase productivity, obtain efficiencies, and interfaces with Business and Finance leadership and constituents to operationalize process improvement and obtain effective change. Identifies and/or creates key performance indicators and similar metrics to create goals and standards for operational success.
6. Performs other duties as assigned.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Accounting, Finance, Business Administration, or related field. Juris Doctorate or Master's Degree desired.
Experience (yrs.)	8	Experience in reviewing, drafting, negotiating, managing, and administering contracts. Experience in change management; operational efficiency identification; KPI and metric creation and tracking; and process implementation. Experience in collecting, interpreting, and operationalizing business intelligence data. Experience in project management and working with 3rd party consultants. At least 2 years of experience in supervising full-time employees. Experience with the Alabama Bid law, contract negotiation and review, process improvement analysis, and business intelligence methods is preferred.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of and ability to interpret business data, operational processes, and strategic vision. Independently identifies opportunities for process improvement and operational efficiencies, recruit stakeholder buy-in, and operationalize changes. 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 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.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities;

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difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Date: 2/3/2023

