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## Auburn University Job Description

Job Title: **Contract Officer II**

Job Family: No Family

Job Code: **KE08**

Grade FO10: \$54,800 - \$93,200

FLSA status: Exempt

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### Job Summary

Reporting to the Director of Strategic Business Operations, the Contract Officer II reviews, negotiates, executes, and administers 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.

### Essential Functions

1. Reviews, negotiates, and executes university contracts, ensuring compliance with applicable law and policy.
2. Coordinates agreement terms with campus stakeholders and negotiates with external parties.
3. Monitors and administers existing university contracts to ensure that covenants are kept, revenue payments are received, and terms do not lapse.
4. Assists in keeping leadership apprised of conflict points and areas of opportunity.
5. Monitors, reviews, advises, and explains applicable state and federal laws and regulations, university policy, and administrative opinions relating to Auburn University contracts.
6. Interfaces with campus constituents to provide guidance and training related to university contracting, including Human Resources Development courses.
7. Assists with issue resolution and problem solving.
8. Works within the Jaggaer contract management module; establishes and maintains standard contract routing and approval procedures.
9. Performs other duties as assigned.

### Supervisory Responsibility

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

*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>
<b>Education</b>	Juris Doctorate	Juris Doctorate degree from an ABA accredited law school.
<b>Experience (yrs.)</b>	0	Experience in contract management and negotiation.

#### 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 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.

#### Certification or Licensure Requirements

None required.

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### 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; 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.

Job frequently requires sitting, hearing, handling objects with hands, .

Job occasionally requires standing, walking, talking, and lifting up to 10 pounds.

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

Date: 3/30/2023

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