



## **Contracts Administrator**

### **Job Purpose:**

The Contracts Administrator functions as an authority in the application and utilization of statutory guidance, administrative rules, policies, principles and practices pertaining to the drafting and negotiation of complex contracts and procurement services. The position reviews complex contracts and drafts unique contract language when existing terms and conditions do not satisfy the needs of the University. The position is responsible for the procurement of materials supplies, equipment, and services for the University that will meet the needs of University administrative and academic departments and will comply with regulatory guidelines, accepted purchasing principles, and University policies. The position must ensure encumbrances are entered and approved for expenditure contracts. The position also handles various types of revenue generating and donation agreements in compliance with regulatory guidelines and University policies. The position also acts as a subject matter expert in regards to contracting procedures that must be interpreted for departments and vendors. The position manages and supports the Mines Contract and Research System (contracts database), acting as a system administrator. In order to accomplish this purpose the Contracts Administrator must:

1. Manage and administer University Contracts and Vendor Agreements including negotiation, review, and drafting of complex and unique language. Approve contracts up to \$50,000.
2. Manage and maintain the department's contracts database, develop best practices, and participate in process reengineering.
3. Function as contracts team lead and provide the Procurement department with contracting support and guidance as necessary.
4. Manage and administer University purchase requests including negotiation of applicable terms and conditions. Approve purchase orders up to \$100,000. Issue encumbrances related to expenditure contracts.
5. Train faculty, staff and students on contracting and procurement processes.

**Responsibilities:** *(Including percent of effort devoted to each and designating each responsibility as an Essential Function or not.)*

**Percentage of time is estimated based on an annual average.**

Due to the independence of operation and complexity of the duties, position must function at a professional level which requires experience with and application of concepts and principles of contract and purchasing administration.

1. **55% Manage and administer University contracts, negotiate, review and draft complex and unique language, and approve contracts up to \$50,000 – essential function**
  - Reviews non-grant funded expense contracts, revenue contracts, revenue neutral contracts, and donation agreements for compliance with the general requirements of relevant state and federal statutes, interpretations thereof, and University policies and procedures.

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- Independently resolves issues and problems related to contracts and identifies when issues or problems should be escalated to a higher level.
- Protects the interests of the University by reviewing and approving or disapproving University Contracts, Donation Agreements, and Vendor Agreements in terms of the adequacy of contract terminology, content, and obligations of the physical resources of the University.
  - Drafts complex and unique contract language when no adequate language exists and/or the existing terms and conditions do not satisfy the needs of the University.
  - Provides professional contracting expertise, counsel and assistance to University faculty, staff and students regarding contracting procedures.
  - Develops a strong understanding of the substance of contracts being processed and summarizes business risks associated with the contracts for discussion with appropriate levels of University staff.
2. **20% Manage and maintain the department's contracts database, develop best practices, and participate in process reengineering. – essential function**
- Act as a system administrator for the contracts database (Contracts and Research System/CRS) by managing the activity in CRS and providing ongoing maintenance.
  - Contributes to the discussion around developing best practices for CRS by adding information regarding the current processes and making recommendations for areas of improvement. Recommend to Director, Procurement and Contracting procedures for the department and for the University regarding the use of CRS.
  - Gain and understanding of reporting process in CRS and develop and maintain standard University reports and custom reports, as necessary.
  - Develop and provide training on best practices and procedures around CRS for various types of user groups. Provide guidance to contract creators, contract owners, and general users of CRS.
  - Work with the system vendor to troubleshoot and resolve issues.
3. **15% Function as contracts team lead and provide the Procurement department with contracting support and guidance as necessary – essential function**
- Provides guidance of Procurement staff as to interpretation of statutes, rules, and policies.
  - Mentors Procurement staff in regards to different approaches to challenges presented in contracting as well as understanding the impacts of options available.
  - Identifies best practices for contracting and procurement functions by reviewing and analyzing the practices of other State Agencies and/or Institutions of Higher Education. Remains competent and up to date on current procurement issues through attending statewide trainings and meetings (e.g. PAC meeting, CCIT meeting), and other external trainings as a representative of Mines Procurement Services. Recommends best practices to Director, Procurement and Contracting and advises Procurement staff on integration of best practices into the current University procurement process. Incorporates knowledge from trainings and meetings in daily work and advises Procurement staff on doing the same.

## Administrative / Research Faculty Job Description and Exemption Request Form

- Contributes to the overall success of the Procurement Services office by assuming duties and responsibilities as designated by the Director, Procurement and Contracting.
- Contributes to the discussion around contract and procurement process reengineering by adding information regarding the current process and making recommendations for areas of improvement.
- Fundamentally understands, recommends, and implements process changes that will positively impact the contracting and procurement processes. As part of the department's process reengineering, helps to facilitate the implementation of new products and processes, e.g., Workflow.

**4. 5% Manage and administer University purchase requests, negotiate applicable terms and conditions, approve purchase orders up to \$100,000, and issue encumbrances related to expenditure contracts – essential function**

- Processes, approves or rejects the most difficult and unique purchase commitments documents up to \$100,000 in accordance with relevant state and federal statutes, interpretations thereof, and University policies and procedures.
- Examines purchase requests for various factors including completeness, fiscal responsibility and urgency, and determine the most effective method of procurement that will provide the requested item(s) timely while maximizing competition.
- Identifies and clarifies purchasing party's requirements for commodities, supplies or equipment by interpreting and analyzing needs, specifications, data and circumstances, and refines specifications to meet those requirements.
- Using delegated authority negotiates or clarifies terms, price, delivery and specifications.
- Provides professional purchasing expertise, counsel and assistance to University faculty, staff and students regarding purchasing procedures. Assists departments in initiating requisitions and orders and solves problems with orders.
- Understands and complies with internal controls related to the procurement process to help ensure that risks associated with the procurement process are mitigated. Maintains high ethical standards in order to treat fairly and equitably all persons involved in the procurement process at the University to ensure the financial integrity of the University.
- Identifies when procurements require a waiver of University policies/rules and makes effective recommendations to Director, Procurement and Contracting.
- Develops effective working relationships with vendors, internal customers and fund approvers and works to resolve complaints, claims and disputes for each party involved in the procurement transaction.

**5. 5% Train faculty, staff and students on contracting and procurement process – essential function**

- Develops and provides training to University faculty, staff and students, either in a formal training session or individually, to help facilitate the understanding of CSM contracting and procurement process and implementing new Banner products. Training topics include, but

## Administrative / Research Faculty Job Description and Exemption Request Form

are not limited to, State requirements, procurement rules, financial policies, electronic requisition processing, and changes to Banner products.

- Develops processes to assist University faculty, staff and students through the workflow procedures to be implemented around the purchase request process, contracting process, and PO process.
- Creates and maintains a calendar and schedule for ongoing trainings to be delivered to University faculty, staff and students to ensure new purchasers understand the contracting and procurement procedures and existing purchasers are up to date on the latest changes to rules and procedures.

### **6. Other duties and responsibilities that might arise from time to time. Non-essential – indeterminate**

#### **Qualifications:**

##### **Required:**

- Baccalaureate degree in business, accounting, finance or closely related field
  - Significant professional work experience that provides the same kind, amount and level of knowledge acquired in the required education, may substitute for the required baccalaureate degree.
- Progressive experience drafting and negotiating unique and complex terms and conditions/contracts
- Excellent interpersonal, organization, and communication skills (oral and written)
- Demonstrated success with duties listed in the job description
- Knowledge and comprehensive understanding of theories, principles, and best practices of contracting
- Analytical thinking, research skills, creative problem solving skills, demonstrated ability to adapt to change, and attention to detail and accuracy
- Fluency in Microsoft Office Suite

##### **Desired:**

- Juris Doctorate or advanced degree in business, accounting, finance, paralegal or other related field
- Progressive professional experience in procurement
- Knowledge and comprehensive understanding of theories, principles, and best practices of purchasing
- Experience with contracting and purchasing in an institution of Higher Education
- Demonstrated familiarity with Banner or other Oracle-based financial system
- Experience developing and working with database reporting
- Excellent training skills

## Administrative / Research Faculty Job Description and Exemption Request Form

### Decision Scope:

#### **Manage and administer University contracts and vendor agreements:**

- Assess contracts for completeness, including all legal and University requirements, and determine that appropriate contract language is included in order to mitigate risk to the University.
- Independently determine, through strategic and critical thinking analysis, when legal and business risks exist that require input from Risk Management, Legal Services, vice presidents and/or applicable deans and directors.
- Determine and/or recommend appropriate agreement format for the activity (purchase order, contract, master agreement, consortium agreement, etc.) to mitigate risk and meet the business needs of the University.
- In conjunction with the Director, Procurement and Contracting, decide upon and develop contract language necessary for non-routine and unique situations when standard contract language is not adequate to meet the University's needs.
- Determine when resolving negotiations through alternative solutions are in the best interest of the University. This requires evaluating the other party's position(s) and working knowledge of State statutes, Procurement rules, and University policies in order to ensure mutually acceptable solutions remain compliant with all applicable rules and policies.

#### **Manage and maintain the department's contracts database, develop best practices, and participate in process reengineering:**

- Determine action items required to maintain CRS including identifying tasks and documenting procedures for operation of the database.
- Independently determine, through strategic and critical thinking analysis, when database issues can be resolved internally or when to submit issue to the vendor for resolution.
- Evaluate access needs for various users of contract database and determine the appropriate security/permissions level to assign to each user based on their role at the University.
- Determine when University staff requires additional training in order to effectively and efficiently utilize CRS.

#### **Function as contracts team lead and provide Procurement department with contracting guidance and support:**

- Determine when Procurement staff requires additional training in order to effectively and efficiently process contracts.
- Analyze the needs of the department and the University with regards to contract tracking and monitoring and make determinations on implementation, set up and maintenance of contracts database.
- Determine action items required to implement new system products including identifying tasks and documenting procedures. This is key for implementing new products related to contracting.

#### **Manage and administer University purchase requests, negotiate applicable terms and conditions, approve purchase orders up to \$100,000, and issue encumbrances related to expenditure contracts:**

- Analyze a complicated set of parameters and process purchase requests by determining schedule for solicitations, negotiations of terms and conditions, and execution of a contract or

## **Administrative / Research Faculty Job Description and Exemption Request Form**

purchase order. This requires working knowledge of State statutes, Procurement rules, and University policies in order to decide upon the correct solicitation method and commitment voucher to execute.

- Through evaluation of purchase requests, determine the most effective method of procurement that will provide the requested item(s), while maximizing competition and complying with relevant laws and procurement rules.
- Determine when resolving negotiations through alternative solutions are in the best interest of the University. This requires evaluating the other party's position(s) and working knowledge of State statutes, Procurement rules, and University policies in order to ensure mutually acceptable solutions remain compliant with all applicable rules and policies.
- Determine if vendors are being used regularly by the University faculty, staff and students and identify if those procurements warrant a negotiated or bid contract.
- If an issue with vendor performance is identified, evaluate and decide what to recommend to the Director, Procurement and Contracting when a contract should be cancelled or if punitive action should be taken.

### **Train faculty, staff and students on contracts and procurement processes:**

- Decide on content and design of training presentations.
- Determine when an end user requires additional training in order to effectively and efficiently manage their own contract and procurement requests.
- Determine what recommendations to make to the Director, Procurement and Contracting with respect to how to update training of campus customers, as well as changes to formal policy regarding departmental processes and procedures.

### **Communications:**

The position must use independent judgment to manage and impart information to a range of clientele including outside company owners, supervisors, and administrative staff. This position will be required to effectively communicate with campus departments when providing guidance and training for contracts, procurements and system implementations. They must also be able to provide both written and oral reports to management when providing analysis and recommendations provided for various decisions. Additionally, clear communication of CSMs position on contested terms and conditions will be required during negotiations of terms and conditions and contracts. In addition, this position requires professional and effective communication skills when dealing with vendors to communicate University specifications and requirements. It is important that this position possess good negotiation skills while working on contested PO terms and conditions or contract provisions and potential vendor protests. This position must communicate procedures and extract information from individuals that have suffered a loss or have been involved in a liability incident. Interpersonal skills are important to ensure all facts and circumstances in loss incidences are documented adequately. This position will also be required to develop training materials and deliver trainings to University faculty, staff and students in a clear and concise manner.

## **Administrative / Research Faculty Job Description and Exemption Request Form**

### **Work Environment and Physical Demands**

Work performed in a typical office environment. Some travel may be required. Mostly sedentary. May involve reaching, fingering, talking, hearing, and near acuity. Involves comparing, copying, computing, compiling, analyzing, coordinating, synthesizing, negotiating, communicating, instructing and interpersonal skills.