JOB DESCRIPTION

BASIC POSITION INFORMATION

Job Code: 2155
Title: Assistant Contract Administrator
Department: Procurement & Contracts
Job Family: Financial Services
Job Sub-Family: Budget / Procurement
FLSA Classification: E
Job Grade: 24
Grade Min: $47,513
Grade Mid: $60,579
UHD Succession Plan?: N
Criticality of Position:
Career Ladder: Pre-Defined
Campus Security Authority?: N
Screening Committee?: N
Motor Vehicle Record Check?: N

JOB SUMMARY

The Assistant Contract Administrator supports the university's internal and external community through contract maintenance including review, analysis, compliance, and recommendations for appropriate changes to various agreements. Serves as a liaison and central contact between the Office of General Counsel and University faculty, staff, and administrators.

DUTIES

• Evaluates contract packages to ensure all appropriate documents are included, coordinates with Procurement concerning bids and the work flow from contract to purchase order and issues policy violations as appropriate
• Works with Accounts Payable concerning contracts and payment issues including work flow from contract to voucher
• Coordinates with Office of General Counsel and ensures accurate and complete contract package is submitted for their review per policy
• Reviews and assists with bid solicitations, analyzes and tabulates bid responses and awards to the best value for purchase orders under $25,000. Follows order through to completion which may include checking status, resolving problems and reviewing/expediting receiving reports.
• Trains and assists departments with contract processes, forms, usage, reporting, and compliance
• Serves as contract liaison for vendors as applicable for questions, contract changes, and obtaining signatures and approvals
• Assists with reporting contracts as appropriate to Legislative Budget Board (LBB), and assists with updating departmental website and policies

MARGINAL DUTIES

• Performs all other duties as assigned

SUPERVISORY RESPONSIBILITIES

Direct Reports: None
Delegation of Work: N/A
Supervision Given: N/A

QUALIFICATIONS

Required Education: Baccalaureate degree in business with no experience or a Baccalaureate degree with minimum of one (1) year of job related experience.

Required Experience: Baccalaureate degree in business with no experience or a Baccalaureate degree with minimum of one (1) year of job related experience.
LICENSE/CERTIFICATION: None

PREFERRED QUALIFICATIONS
None

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge: • Knowledge of trends, issues, and accepted practices relevant to the position

Skills: • Candidates must have strong analytical and problem solving skills, as well as excellent interpersonal and communication skills

Abilities: • Ability to effectively communicate with a wide range of individuals and constituencies in a diverse community

WORK LOCATION AND PHYSICAL DEMANDS

Primary Work Location: • Works in an office environment 6 to 8 hours
• Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Demands: • Position is physically comfortable; individual has discretion about walking, standing, etc.
• Work environment involves minimal exposure to physical risks

Position Specific Competencies

Commitment to Excellence - UHD
* Demonstrates a commitment to competently perform his/her job duties and responsibilities within established time frames. * Continuously strives to improve work performance. * Accepts responsibility for his/her commitments to the university. * Contributes to the success of the university by consistently providing quality results in the performance of his/her job duties and responsibilities.

Integrity
* Demonstrates high ethical standards of conduct in the performance of his/her job duties and responsibilities. * Accepts responsibility for his/her actions. * Respects and complies with department and university policies, procedures, and work rules.

Respect and Cooperation
* Treats others with courtesy, respect, and dignity in the workplace. * Promotes cooperation through open and honest communications and consideration of others ideas, thoughts, and opinions.

Dependability
* Takes responsibility to accomplish job assignments within reasonable deadlines. * Willing to accept new projects and/or commitments. * Does due diligence to complete projects within specified timeframes and/or fulfill commitments. * Arrives to work on time prepared and ready to contribute.

Flexibility
* Willingly adjusts to changing work assignments or conditions. * Open to changes in operational procedures, technology, and/or organizational structure. * Views changes as opportunities for learning and professional development. * Displays a positive attitude to encourage others. * Promptly responds to changes in work priorities and/or unexpected circumstances or situations.

Proficiency
* Possesses required job skills and knowledge. * Demonstrates the ability to apply those skills and knowledge to competently perform his/her job duties and assignments.

Focus on Customer Service
* Focuses on customer’s needs and expectations. (Customers can be students, external constituents, employees, or university guests.) * Respectfully ascertains customer’s needs and determines appropriate response. * Promptly responds by providing requested information, takes appropriate action, or refers customer to appropriate individual or department. * If further actions need to be taken, advises customers of realistic timeframes for a response to their request. * Follows up with customers on outstanding requests in a timely manner. * Tactfully explains to customers why their needs and/or expectations cannot be met if the university does not provide the requested information or services.

Computer/Automated System Proficiency
* Proficient in the use of university applications or automated systems to perform job duties. * Complies with related policies, procedures, and work rules to maintain system security and data integrity.
This job description may not encompass all duties and responsibilities associated with the position.