

Manager, Contract Administration

FLSA Status: Exempt

Pay Grade: 20

Job Title ID: 16368

Job Series/Job Family: Business Services Series / Purchasing/Inventory Family

Reports To

Director, Procurement and Materials Management

Job Purpose

To serve as the primary point of contact with internal and external parties in relation to contract management, contract compliance and contract issues; provide administration of the Austin Community College District (ACC) procurement contracts, district-wide agreements and associated activities.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Manages the College contracts process; ensures attention to detail and accuracy; monitors for vendor and user compliance; advises staff in pre-award contract reviews and post-award development of contract instruments; trains Purchasing staff in contract formulation, administration, negotiation, closure or termination.
2. Serves as the primary contract administrator for major District-wide service and concessionaire contracts, including bookstore, golf course, cafeteria services, vending machines, recycling services, uniforms, and custodial services. Provides administrative services for the College Contractor Quality Assurance and Quality Control Program including training, adherence to policy, budget and cost reconciliation, and maintenance of accounts.
3. Serves as the primary advisor to the Director, Procurement and Materials Management (PMM) for issues regarding internal and external parties questioning contract compliance issues, purchasing policy, or procurement procedures. Acts as a liaison between ACC departments and Purchasing to initiate renewal actions on current contracts, memorandum of agreement or licensing agreements.
4. Maintains and operates an accurate District-wide contract tracking and management system. Ensures system accuracy; and communicates with contract and agreement holders for timely and complete compliance with federal, state, and local laws. Follows College policies and recommends updates to ensure efficient use of fiscal resources and effective use of technology.
5. Monitors and reviews contract and agreement documents, and notifies budget manager regarding required adjustments.
6. Reviews and provides recommendations to the Assistant Purchasing Director on all formal solicitations. Assists in writing specifications for goods, scope of work for services and statements of work for complex projects. Ensure appropriate performance standards, quality, delivery, life cycle cost and warranty are identified in formal one and two step solicitations.
7. Supervises and trains contracts staff. Provides assistance to the Assistant Purchasing Director with the formal bid process for specialized equipment and services. Process reports from Datatel as required.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Contract and bid processes, standard and protocol.

- Compliance requirements for contracts.
- Systems administration of online data systems.
- Contract tracking and management systems.
- Training processes and techniques.
- Supervisory practices, principles, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Reading and understanding contracts.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Planning, prioritizing, and problem-solving.
- Coordinating the contract process in relation to goods and services.
- Maintaining contract data and information systems.
- Communication as the primary point of contact in relation to contracts and contract issues.
- Maintaining confidentiality of work related information and materials.
- Maintaining current knowledge, skill and abilities in contract administration theories, practices and technologies.

Computer Skills**Required**

- Demonstrated proficiency using standard office software applications as well as automated financial systems.

Physical Requirements**Required**

- Work is performed in a standard office environment.

Work Experience**Required**

- Four (4) years purchasing or procurement experience including one year supervisory experience.

Preferred

- Texas contract administration; developing solicitations, contract administration plans and experience with Historically Underutilized Business (HUB) outreach and reporting.

Education**Required**

- Bachelor's degree in Business, Accounting, or a related field.

Preferred

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Other**Required**

- Reliable transportation for local Austin area travel.

Preferred

- National Contract Management Association Certification, National Institute of Government Purchasing Certification, or Institute of Supply Management Certification. Texas certification as a Certified Texas

Purchasing manager (CTPM) or Certified Texas Contract Manager (CTCM).

Safety
Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.