UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Contracts and Compliance, Business Services

Job Code: 133133

---

Grade: L
OT Eligible: No
Comp Approval: 2/10/2012

---

**JOB SUMMARY:**

Oversees contract administration and review process in Business Services department for all procurement agreements. Ensures all procurement contracts are in compliance with university policy and protect the interests of the institution. Reviews and drafts legal terms and conditions for complex agreements and contractual documents for goods and services subject to final review by Office of General Counsel. Negotiates complex and unique contracts and terms directly with suppliers, as needed. Develops and implements education and training programs for purchasing staff and assists in conducting and monitoring quality assurance reviews to ensure compliance with university policy. Serves as primary liaison for Business Services with Office of General Counsel. Provides guidance, direction and training on critical legal aspects of contractual agreements to purchasing staff and other delegated purchasing units. Supervises subordinate staff, as assigned.

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

Oversees contract administration and review process in Business Services department for all procurement agreements. Determines ways to improve departmental contracting processes to facilitate department operations without impacting workflow and ensuring compliance with policies and procedures.

Develops, modifies and implements departmental contracting policies, procedures and processes consistent with university policy, as required. Establishes, maintains and monitors internal controls to ensure compliance with policies and procedures. Disseminates and interprets applicable laws, regulations, rules policies and procedures, etc., as required.

Reviews, independently evaluates, and drafts legal terms and conditions for complex agreements and contractual documents for goods and services subject to final review by Office of General Counsel. Negotiates and administers complex and unique business contracts and terms directly with suppliers, as needed.

Serves as primary liaison for Business Services with Office of General Counsel. Determines what legal terms to include in standard contract templates balancing efficiency and protection of university interests. Develops and maintains draft procurement contract templates in collaboration with Office of General Counsel.

Assists in conducting and monitoring quality assurance reviews to ensure compliance with university policy. Identifies and develops new tools to assist with ensuring compliance.

Analyzes and makes recommendations pertaining to the adequacy and effectiveness of the departments’ system of internal controls, compliance with laws and regulations, university policies and procedures, and/or the quality of operating performance, as appropriate.
Supervises subordinate staff, as assigned. Recruits, screens hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Manages quality and productivity of work generated by direct reports. Provides coaching and feedback, as appropriate. Counsels and disciplines and/or terminates employees as required.

Develops and conducts one-on-one or group education and training programs for Business Services staff and other university personnel on legal aspects of procurement contracts as well as specifics related to contracting policies and procedures.

Maintains currency through professional organizations and publications and with all state and federal procurement laws and regulations. Interprets changes in law and communicates impact to staff. Establishes and maintains appropriate network of professional contacts. Attends meetings, seminars and conferences. Makes formal presentations, as appropriate.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  

☐ No  

☐ Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

J.D.

**Minimum Experience:**

4 years

**Minimum Field of Expertise:**

Contract administration experience. Fully knowledgeable in drafting, negotiating and administering complex procurement or other business contracts. In-depth experience in evaluating and reviewing contractual terms and conditions. Familiarity with applicable state and federal laws and regulations. Ability to process multiple projects, set priorities, and work independently to meet objectives. Demonstrated excellent interpersonal, communication and writing skills. Keen analytical capability. Experience in leading other professional employees in a team environment.
Preferred Experience:

7 years

Skills: Other:

Analysis
Assessment/evaluation
Coaching
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Counseling
Customer service
Documentation and technical writing skills
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Leadership
Managerial skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Staff development
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

Supervises employees and/or student workers.

Supervises: Nature of Work:

Professional/Paraprofessional
SIGNATURES:

Employee: ___________________________ Date: __________________________
Supervisor: __________________________ Date: __________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer