UNIVERSITY OF SOUTHERN CALIFORNIA
Contract Manager, Business Services
Job Code: 133135

Grade: 00
OT Eligible: No
Comp Approval: 8/18/2014

JOB SUMMARY:
Has responsibility for administering, redlining, and monitoring procurement agreements/contracts and assisting with ensuring compliance with policies and procedures. Collaborates with and secures buy-in from other members of purchasing and legal team, business owners, and other departments in order to coordinate university procurement policies and to ensure compliance, customer satisfaction and cost effectiveness. Negotiates and administers contracts and terms directly with vendors and/or vendor attorneys or internal staff. Participates in developing, modifying and implementing departmental contracting policies, procedures and processes.

JOB ACCOUNTABILITIES:

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<th>% TIME</th>
<th>Reviews, analyzes and evaluates procurement related contracts. Analyzes business practices in light of contractual requirements. Provides redline reviews, identifies potential problems/risks and creative solutions or opportunities and makes recommendations flagging both legal and business issues for discussion and approval. May draft legal terms and conditions for moderately complex agreements and contractual documents for goods and services subject to review by the director and final review by Office of General Counsel.</th>
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<td>Has responsibility for administering and monitoring procurement agreements and assisting with ensuring compliance with policies and procedures and appropriate level of governance. Collaborates with, seeks expertise and secures buy-in from other members of purchasing team, legal team, business owners, and other departments as needed in order to coordinate university procurement policies and to ensure compliance, customer satisfaction and cost effectiveness.</td>
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<td>Negotiates contract terms directly with vendors and/or vendor attorneys or internal staff until consensus has been reached on all matters.</td>
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<td>Serves as point of contact for all contractual matters by providing optimal customer service to internal customers and outside vendors. Ensures timely review, approval, and execution of all procurement related contracts.</td>
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<td>Participates in developing, modifying and implementing departmental contracting policies procedures and processes consistent with university policy. Disseminates and interprets applicable laws, regulations, rules, policies and procedures, etc., as required.</td>
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<td>Assists in analyzing and making recommendations pertaining to the effectiveness of the department’s system of internal controls and university policies and procedures.</td>
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<td>Prepares and disseminates status updates to all concerned parties regarding contract review, compliance, modifications, etc.</td>
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<td>Assists with developing and conducting group education and training programs for Business Services staff and other university personnel on contracting policies and procedures.</td>
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Maintains contractual records and documentation in university Contract Management System so as to ensure documentation of key correspondence, document changes, internal business and legal approvals. Maintains proper contract close-outs, publications, extensions and renewals in system.

Maintains currency with state and federal procurement laws and regulations. Establishes and maintains appropriate network of professional contacts. Attends meetings, seminars and conferences, as required or needed.

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:
3 years

Minimum Field of Expertise:
Contract administration experience required with substantial knowledge of applicable legal terms and conditions. Knowledge of applicable federal, state and local laws, regulations and policies. Experience negotiating and administering contract terms and conditions. Ability to understand the timing and cycles of contract negotiations. Ability to analyze business practices in light of contractual requirements. Ability to work within a team environment, securing buy-in and agreement through collaborative efforts. Demonstrated excellent communications skills, both written and oral. Demonstrated excellent negotiation skills. Strong interpersonal skills to deal effectively and tactfully with people at all levels. Ability to manage multiple projects simultaneously and to meet deadlines consistently.

Preferred Experience:
4 years

Skills: Other:
Analysis
Assessment/evaluation
Communication -- written and oral skills
Customer service
Interpersonal skills
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Research
Statistical analysis
Teaching/training

Skills: Machine/Equipment:

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

Supervises: Level:

May oversee student, temporary and/or resource workers.

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.

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