



Contract Manager, Business Services

Job Description

JOB INFORMATION

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|--------------------------|---|
| <i>Job Code:</i> | 133135 |
| <i>Job Title:</i> | Contract Manager, Business Services |
| <i>FLSA Status:</i> | Exempt |
| <i>Supervisory:</i> | May oversee student, temporary and/or resource workers. |
| <i>Job Family:</i> | Program Management |
| <i>Job Family Group:</i> | Administration |
| <i>Management Level:</i> | 4 Administrator |

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 QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> |
|------------|-------------|-------------------|-----------------------|
| X | | Bachelor's degree | |
| | X | Juris Doctor (JD) | |

Additional Education

Check here if experience may substitute for some of the above education.

| | |
|--------------------------|---|
| <input type="checkbox"/> | Combined experience/education as substitute for minimum education |
|--------------------------|---|

Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> |
|------------|-------------|------------------------|--|
| X | | 5 years | in a financial and contract administration role |
| X | | 3 years | in contract management (e.g., drafting, negotiation, redlining, procurement) |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

| | |
|--------------------------|---|
| <input type="checkbox"/> | Combined experience/education as substitute for minimum work experience |
|--------------------------|---|

Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i> |
|------------|-------------|--|
| X | | Substantial knowledge of applicable legal terms and conditions, with the ability to analyze business practices in light of contractual requirements. |

Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i> |
|------------|-------------|--|
| X | | Demonstrated experience in stakeholder management, able to understand the timing and cycles of contract negotiations. |
| X | | Proven ability to interpret applicable federal, state, and local laws, regulations, and policies. |
| X | | Highly skilled at all phases of the contract and procurement process (e.g., redlining, identifying business requirements, drafting RFPs, negotiations), securing buy-in and agreement through collaborative efforts. |
| X | | Proven experience with ERP systems (e.g., Oracle, PeopleSoft, Workday) and automated eProcurement and accounts payable systems (e.g., SAP Ariba, Jaggaer, Coupa). |
| X | | Excellent organizational, analytical, and oral and written communication skills, and ability to teach or train others. |
| X | | High attention to detail for managing multiple projects simultaneously and consistently meeting deadlines. |
| X | | Demonstrated interpersonal skills to help foster trust, collaboration, transparency, and accountability with individuals and groups from diverse backgrounds and potentially conflicting interests. |
| | X | Experience with higher education financial planning concepts, policies, procedures, and systems, and familiarity with those of academic medical and research centers. |
| | X | Working knowledge of medical terminology and/or scientific products with regard to assigned departments. |

Certifications

| <i>Req</i> | <i>Pref</i> | <i>Select Certifications</i> | <i>Enter Additional Certifications</i> |
|------------|-------------|------------------------------|--|
| X | | | Paralegal or equivalent certification. |
| | X | | Certified Purchasing Manager (CPM), Certified Materials and Resource Professional (CMRP), Certified Federal Contracts Manager (CFCM), and/or Lean Six Sigma certifications |

Other Job Factors

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|--|---------------|------------------|-----------------|------------|
| 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. | | | | |
| 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. | | | | |
| Negotiates contract terms directly with vendors and/or vendor attorneys or internal staff until consensus has been reached on all matters. | | | | |
| 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. | | | | |
| 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. | | | | |
| Assists in analyzing and making recommendations pertaining to the effectiveness of the department's system of internal controls and university policies and procedures. | | | | |
| Prepares and disseminates status updates to all concerned parties regarding contract review, compliance, modifications, etc. | | | | |
| Assists with developing and conducting group education and training programs for Business Services staff and other university staff on contracting policies and procedures. | | | | |

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|---|---------------|------------------|-----------------|------------|
| 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. | | | | |

Other Requirements

| <i>Essential:</i> | <i>Emergency Response/Recovery</i> | <i>Essential:</i> | <i>Mandated Reporter</i> |
|--|--|-------------------|---|
| | 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. | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/ |
| <i>Campus Security Authority (CSA)</i> | | | <i>Essential:</i> |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/ | | | No |

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.