

University of Houston – Clear Lake

Position Description

Job Title: **Contract Administration Specialist**

Job Code: **3286**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Business Administration or relevant field, or an equivalent combination of education and experience.	
Experience	Three years of directly related experience.	
License/Certification		Purchasing Training & Certification

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Responsible for Contract Administration functions for the university--to include; professional service contracts, auxiliary service Contracts, maintain contract administration policies and procedures, consult with legal staff on required contracts, perform contract compliance audit reviews, perform recommendation analysis on contract agreements for university departments and administrators, verify competitive bidding requirement adherence, report qualifying contracts to the State of Texas and UH system, perform record management responsibility of contracts, provide contract user training, perform data entry of professional service contracts into PeopleSoft financial system, administer contract receiving report process, oversee auxiliary service functions, maintain financial statements, verify commissions and budgets, summarize financial data, provide statistical data for auxiliary service contracts. Provide customer service and support for Contract Administration functions for the university.

Duties and responsibilities

% Time

Administer Professional Services contracts for the University. Maintain and provide financial and historical data for Professional Service Contracts. Perform record management for all university Professional Services contracts. Act as central contract repository for University contracts. Perform compliance audits on University contracts and agreements. Report qualifying contracts to the State of Texas, Board of Regents, University of Houston System Administrative Memorandum, Office of General Counsel, according to UHCL Procurement Manual guidelines. Analyze and determine legal implications of contract terms, conditions, and agreement structures. Consult with University legal counsel for contract review and advisement as required. Implement legal intervention in resolving disputes between departments and contractors as required. Serve as liaison and central contact point between Office of General Counsel and university faculty, staff, and administrators regarding contract administration. Verify and consult with Departments on competitive bidding requirements for Professional Service contracts. Financial data entry of professional services contracts into PeopleSoft Financial system. Implement and administer receiving report process for professional service contracts. Maintain correspondence and compliance procedures for Contract Administration. Provide update information to the Procurement Manual with policy and procedural changes in compliance with federal, state, System Administrative Memorandum, to maintain compliance to laws and guidelines governing contractual agreements. Provide customer support services and training workshops for University contract users. Advise and assist university staff, faculty, and administrators on proper contract processes, forms, usage, reporting, and compliance. Perform daily desk functions of handling customer service issues, process incoming correspondence, telephone and electronic correspondence for Professional Service contracts.	45
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<p>Administer University Auxiliary Service Contract accounts for Food Service, Bookstore, Vending and Beverage Services, and University Forest Apartment Agreements. Monitor contract compliance. Verify contractual terms and conditions relating to auxiliary service agreements are met. Verify financial statements for accuracy on auxiliary contract commission revenues, reimbursements, and expenditures. Perform record management responsibilities for auxiliary service contracts. Act as central contract repository for university contracts. Verify and summarize financial statements, monitor budgets, make budget recommendations and adjustments. Prepare invoices, financial journals, receivable accounts, deposits, vouchers, and budget transfers for auxiliary service accounts. Reconcile monthly financial reports for auxiliary service accounts. Prepare and maintain internal and external correspondence for Auxiliary Service Contracts. Provide customer service and support to university for contract administration. Serve as liaison function for faculty, staff, and students for issues pertaining to auxiliary services. Perform daily desk functions of handling incoming correspondence, telephone and electronic correspondence and general duties. Report service issues to Auxiliary Service contractors. Perform routine status checks on Auxiliary Service accounts. Meet with Business Coordinator to verify budgets, and verify guideline compliance. Organize and attend Advisory committee meetings for Auxiliary Service Contract accounts, verify schedules for meetings, arrange meeting facility, take committee minutes, coordinate survey results, compile summaries, and perform action items as needed for the committee. Provide financial and historical data for Auxiliary Service Contracts. Provide support for contract negotiation proceedings for multi-campus system contracts and local auxiliary service contracts; attend contract presentations of prospective Auxiliary Service contractors. Verify the contract provisions related to auxiliary services are met (scholarships and allotment of product donations and service, etc.). Bookstore - establish and maintain procedures and database to invoice bookstore for monthly charges for telephone and miscellaneous expenditures as outlined in contract. Maintain database management for all charges for tracking and verification, create invoices, prepare journal entries, verify and make deposits on Bookstore account. University Forest Apartment - Establish policies and procedures for the use/usage of the university-leased apartment. Implement lease contract renewal. Verify revenues and prepare documentation for financial revenues and expenditures. Show University Apartment to prospective users and communicate with Business Coordinators to increase apartment usage. Maintain inventory of apartment assets and purchase additional items for apartment as needed. Verify apartment is clean and ready for occupancy. Work with Facilities Management and Construction (FMC) Department to establish a janitorial schedule for cleaning the apartment. Set-up new financial and correspondence notebook files for each fiscal year for Auxiliary Service Contract accounts.</p>	40
<p>Supervise College work study student - Establish work goals and schedule for college work study student. Define tasks and provide guidance, training and support to college work study in assisting with purchasing functions, processing and verification of receiving reports, correspondence to vendors in checking status of products. Coordinate with Financial Aid and Veterans Affairs for compliance issues related to college work study guidelines. Provide support for purchasing office functions by answering telephones, greeting customers, filing, process receiving reports, contacting vendors, etc. back-up support as needed.</p>	15

This position description describes the general qualifications, duties and responsibilities of work being performed.