

JOB INFORMATION

Effective Date	10/18/2021
Job Code:	3286
Job Title:	Contract Administration Specialist
Salary Grade/Structure:	030 - Support Staff
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Supply Chain
Job Family:	Procurement
Job Summary	The Contract Administration Specialist is responsible for contract administration and the procurement card program support functions for the University. Oversees contract processes, maintains Contract Administration and Procurement Card web pages, performs contract compliance audit reviews, recommendation analysis on contract agreements for University departments and administrators, performs record management of contracts on Procurement server, enters service contract encumbrances into PeopleSoft financial system, and provides customer service and support for Contract Administration and Procurement Card functions for the University.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	in Business Administration or related field, OR an equivalent combination of education and experience	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	years of directly related experience	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Certified Professional Public Buyer, Certified Texas Purchasing Manager,		Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Certified Texas Contract Developer, or Certified Texas Contract Manager			

Knowledge, Skills and Abilities

KSAs	Proficiency
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JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Contract Administration: Administers standard and nonstandard form contracts for the University including; maintaining and providing financial and historical data for contracts and record management for University contracts. Acts as central contract repository for University contracts. Enters initial encumbrances and adjustments for contracts into PeopleSoft Financial system. Maintains correspondence and compliance procedures and training documents on server for Contract Administration. Provides customer service and support for University contract users. Advises and assist University staff, faculty and administrators on proper contract processes, forms, usage, reporting and compliance. Provides campus wide training of contract policy and procedure to departments as necessary. Performs daily desk functions including customer service issues, incoming mail, telephone and electronic correspondence for contracts. 	50%
<ul style="list-style-type: none"> Procurement Card (P-Card) Program Support: Primary responsibility includes the support of the UHCL P-Card Program Administrator, which may include maintaining p-card training documents on server. Monitors and analyzes p-card program including noting any unusual cardholder activity usage patterns and other anomalies. Processes cardholder procurement card applications to contracted bank in order to establish credit card account for cardholder. Issues State of Texas p-card to cardholder upon request from UHCL department. Cancels account if cardholder privileges have been terminated due to misuse of p-card, if any employee has transferred to another department, or if an employee has terminated employment with UHCL. Conducts p-card training for University cardholders, which includes demonstration to cardholders and account managers of how to navigate through and use the contracted bank's online data management and reallocation software program. Conducts audits of individual cardholder accounts in order to ensure compliance with p-card policies and procedures. Reporting cardholder misuse to the P-Card Administrator when cardholder is in violation of p-card policies. 	25%
<ul style="list-style-type: none"> Client Relations: Create vendor relationships as necessary to discuss contract verbiage and/or rates to provide the best possible outcome for University purchases. Develop and maintain departmental relationships to provide precise client service and support for p-card program, contract processing and other procurement resolutions. 	10%
<ul style="list-style-type: none"> Online Website Maintenance: Maintaining p-card web pages. Under the guidance of the P-Card Administrator, update information with policy and procedural changes. Maintain Contract Administration web pages. Under the guidance direct of the Associate Director, update information with policy and procedural changes in compliance with federal, state, and the System Administrative Memorandum (SAM) in order to maintain compliance with current laws and guidelines governing contractual agreements. 	10%
<ul style="list-style-type: none"> Performs all other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No

Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description