

UNIVERSITY OF SOUTHERN CALIFORNIA

Contract Manager, Business Services

Job Code: 133135

OT Eligible: No

Comp Approval: 7/19/2019

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:

*E/M/NA % TIME

- | | | |
|-------|-------|--|
| _____ | _____ | 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 personnel on contracting policies and procedures. |

- _____ _____ 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:

Bachelor's degree

Minimum Experience:

5 years

Minimum Field of Expertise:

Five years’ financial and contract administration experience, with three years’ experience in contract management (e.g., drafting, negotiation, redlining, procurement). Paralegal or equivalent certification. Substantial knowledge of applicable legal terms and conditions, with the ability to analyze business practices in light of contractual requirements. Demonstrated experience in stakeholder management, able to understand the timing and cycles of contract negotiations. Proven ability to interpret applicable federal, state, and local laws, regulations, and policies. 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. Proven experience with ERP systems (e.g., Oracle, PeopleSoft, Workday) and automated eProcurement and accounts payable systems (e.g., SAP Ariba, Jaggaer, Coupa). Excellent organizational, analytical, and oral and written communication skills, and ability to teach or train others. High attention to detail for managing multiple projects simultaneously and consistently meeting deadlines. Demonstrated interpersonal skills to help foster trust, collaboration, transparency, and accountability with individuals and groups from diverse backgrounds and potentially conflicting interests.

Preferred Education:

J.D.

Preferred Experience:

3 years

Preferred Field of Expertise:

Three years' experience in contract management (e.g., drafting, negotiation, redlining, procurement). Certified Purchasing Manager (CPM), Certified Materials and Resource Professional (CMRP), Certified Federal Contracts Manager (CFCM), and/or Lean Six Sigma certifications. Experience with higher education financial planning concepts, policies, procedures, and systems, and familiarity with those of academic medical and research centers. Working knowledge of medical terminology and/or scientific products with regard to assigned departments.

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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