

Job Description

Position Title: Contracts Manager

Job Family: Financial Services

Job Level: Manager

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Contracts Manager manages operations and processes for the Contract Services department including management of the department's standard operating procedures, adherence to federal, state, and local laws and regulations via contracting mechanisms. The Contracts Manager oversees development and provision of college wide contracting policies and procedures. The Contracts Manager collaborates with administration and various department stakeholders to provide guidance regarding proposed, active, and previous contractual arrangements.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Manages the operations for contractual processes for various College departments, develops protocols and enforces guidelines and general structural parameters.
2. Provides technical information, guidance and oversight of contracting processes and mechanisms that incorporate federal, state, and local laws and regulations and compliance requirements for both the College and agencies contracted by the College.
3. Serves as an advisor to internal and external stakeholders regarding programmatic, regulatory and financial components of agreements.
4. Manages and oversees business processes that accurately reflect the implementation of College policy on College contracting practices.
5. Advises and provides guidance and direction as to best practices for contract management, including development, monitoring, implementation, program evaluation and termination.
6. Oversees compliance with State of Arizona record retention regulations and implementation of proper records retention practices by College departments regarding contractual agreements and related documents.
7. Supervises departmental staff engaged in contract administration activities, including providing training, monitoring compliance with internal and external policies and procedures, overseeing departmental involvement and responsiveness to various departments, supervising project activities, conducting hiring and performance assessment.
8. Manages the development of tools for contract drafting, review, and execution to increase and maintain accuracy and compliance.
9. Collaborates and communicates on a regular basis with internal and external stakeholders.
10. Compiles, analyzes, and prepares data and reports for various stakeholders, internal and external. Conducts analysis and provides recommendations based on data collected.
11. Develops and oversee a performance management system and program evaluation tools for assessing outcomes, effectiveness and efficiency of contracted programs and services.

12. Performs all aspects of administration of business processes and financial systems.
13. May serve as proxy for the Director in various circumstances and capacities including supervision, oversight, contract assignment, collaboration, communication and additional activities as required.
14. Provide professional development opportunities for staff.
15. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge and application of organizational and time management principles
4. Skill in analyzing data and drawing conclusions
5. Skill in coordinating and monitoring the work of others
6. Skill in effective communication (both written and oral)
7. Skill in independent decision making
8. Skill in people leadership and supervision
9. Skill in budget/resource management
10. Skill in organization, coordination, and management
11. Skill in program development and process improvement
12. Skill in problem solving
13. Skill in team building
14. Ability to apply effective and accurate data entry and typing skills
15. Ability to develop and maintain effective and positive working relationships
16. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work, and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervision/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Business Administration, Education, or a closely related field of study required.
- Master's degree in Business Administration, Education, or a closely related field of study preferred.
- Three (3) to five (5) years of related contract experience required.
- Five (5) to eight (8) years of related contract experience preferred.
- One (1) to Three (3) years of supervisory experience required.
- National Contract Management Association (NCMA) Certification as Certified Professional Contract Manager (CPCM).
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required