
Auburn University Job Description

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| Job Title: | Contract Officer | Level I | Grade 31 \$31,300 - \$52,100 |
| Job Code: | ED19 | Level II | Grade 32 \$35,000 - \$58,400 |
| FLSA status: | Exempt | Level III | Grade 33 \$39,300 - \$65,500 |
| | | Level IV | Grade 34 \$45,100 - \$75,100 |

Job Summary

Reviews, negotiates, and executes purchase and service contracts for Auburn University.

Essential Functions

1. Serves as a contracting officer for Auburn University to facilitate the acquisition of goods and services; reviews, negotiates, and executes contracts and agreements, ensuring compliance with University policies and government regulations
2. Negotiates and coordinates terms and conditions of goods and service agreements as a service to departments on campus.
3. Serves as a liaison to faculty, staff, and vendors, provides guidance, best practices, and education related to the allowability of contract and agreement language.
4. Serves as authority on interpretation of Alabama Bid Law, Alabama General Contractor Licensing law and other state and federal regulations; establishes and maintains procedures for documenting the decision-making process related to legal compliance.
5. Administers the contract management system; establishes and maintains standard goods and service contract routing and approval procedures.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Job Family Levels

| Level | Responsibility | Knowledge | Education and Experience* |
|-------|--|---|---|
| I | Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact. | Knows fundamental concepts, practices and procedures of particular field of specialization. | Bachelor's degree in discipline appropriate to position with 2 years experience. |
| II | Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required. | Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields. | Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent. |
| III | Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty. | Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area. | Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent. |
| IV | Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for unreviewed action, applies broad subject matter expertise to solution of significant issues or development of new programs, services, processes or other initiatives to meet the University's goals in a specific area. Recommends changes in procedures or policies, and leads change initiatives to completion, often persuading or coordinating work of others outside own department. | Possesses and applies comprehensive knowledge of a particular field of specialization to the completion of complex assignments. Also possesses strong knowledge of related fields, processes, policies or areas of operation which affect, or are affected by, own area. | Juris Doctor (J.D.) degree plus 2 years experience |

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with 2 years experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level IV** Juris Doctor (J.D.) degree plus 2 years experience

Focus of Education

Degree in Business Administration, Management, Finance, Accounting, or related field; Law degree required for level IV classification

Focus of Experience

Experience in contract review, negotiation, and execution

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Certification or Licensure Requirements:

None Required

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 6/25/2015
