
Auburn University Job Description

Job Title: **Contract Officer I**

Job Family: No Family

Job Code: **KE07**

Grade FO09: \$48,700 - \$82,800

FLSA status: Exempt

Job Summary

Reporting to the Director of Strategic Business Operations, the Contract Officer I assists in the review, negotiation, and administration of contracts involving the purchase or lease of goods or services under Alabama's Title 41; sponsorship and revenue-generating agreements; contracts involving the lease or sale of real property; and any agreements that may have financial or liability implications for Auburn University that hasn't been otherwise expressly assigned through Signature Authority Policy.

Essential Functions

1. Assisting with the review, negotiation, and execution of university contracts, ensuring compliance with applicable law and policy.
2. Assists in coordinating the agreement terms with campus stakeholders and negotiates with external parties.
3. Assists and monitors existing university contracts to ensure that covenants are kept, revenue payments are received, and terms do not lapse.
4. Reviews and explains applicable state and federal laws and regulations, university policy, and administrative opinions relating to Auburn University contracts.
5. Assists in providing guidance and training to campus constituents related to university contracting, including Human Resources Development courses.
6. Works within the Jaggaer contract management module; establishes and maintains standard contract routing and approval procedures.
7. Performs other duties as assigned.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Bachelor's degree required. No specific discipline.
Experience (yrs.)	4	Experience in contract review, negotiation, or management.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Working knowledge of federal and state contracting regulations. Ability to interpret and explain complex legal documents. Excellent written and verbal communication skills. Strong organizational and time-management skills.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Job occasionally requires standing, walking, talking, and lifting up to 10 pounds.

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

Date: 3/30/2023
