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## Auburn University Job Description

Job Title: **Mgr, Contract Services**

Job Family: No Family

Job Code: **NC60**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

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### Job Summary

Manages and coordinates the daily administration/supervision of outsourced contracts for Custodial Services throughout campus (excluding Athletics and Housing).

### Essential Functions

1. Manages, monitors, reviews, and oversees the custodial services contracts, maintains contract files, and monitors contracts to ensure compliance with all terms and conditions by the vendors.
2. Serves as a point of contact for outside contractors and ensures work is completed to contract specification.
3. Provides assistance to campus building coordinators to monitor equipment and facilities within assigned buildings, ensuring security is maintained throughout.
4. Manages and oversees the daily business, records, and administrative duties for contract services.
5. Communicates with others to keep them informed of work progress, responds to complaints and answer questions.
6. May perform contractor evaluations and provide recommendations.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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>
<b>Education</b>	Four-year college degree	Degree in Business Administration, Communications, or related field
<b>Experience (yrs.)</b>	5	Experience in contract administration, supervision of contracts, or project management and administration. Experience must demonstrate responsibility in the areas of customer service, quality assurance, communication, and collaboration with 3rd party vendors.

#### **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.

#### **Minimum Required Knowledge**

Knowledge of contract administration and ability to read and interpret contracts.

#### **Certification or Licensure Requirements**

Valid Driver's License

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 talking, hearing, .

Job occasionally requires standing, walking, sitting, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

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

Date: 12/15/2011

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