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## Auburn University Job Description

Job Title:	<b>Mgr, Design &amp; Const Contracts</b>	Job Family:	No Family
Job Code:	<b>NC67</b>	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

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### Job Summary

Reporting to the Assistant Director, Project Support administers and oversees the advertising, bidding, funding review, and proper processing for all Design and Construction related contracts and budgets for Auburn University and Facilities Management.

### Essential Functions

1. Manages and oversees the advertising and bidding of large public works and outsourced contracts by receiving advertisement requests, verifying advertising forms, determines which publishing requirements apply, and sends for publishing. Receives and reviews bids, ensuring all documents are complete and compliant with policies and state bid laws.
2. Oversees the contractor registration/prequalification for large public work projects ensuring contractors can legally and properly complete the projects.
3. Receives proposals from design leads and coordinate the preparation of design and construction related contracts, agreements, amendments, and related documents in compliance with applicable areas of local, state, and federal laws and regulations.
4. Responsible for ensuring proper budget routing through Procurement and Business Services and other university areas in both reviewing and verifying sufficient and proper funding amounts, sources, and accounts.
5. Responsible for handling confidential or sensitive information including project budgets, claims correspondence, and contracts.
6. Performs administrative duties that include but are not limited to preparing budgets and following policies and procedures to ensure compliance with public bid laws. Schedules project support meetings, assists in drafting memos, and acts as a point of contact with outside consultants and contractors. Assists other departments in understanding contract/bidding procedures.
7. May act in a lead role for administrative support personnel and TES staff. Provides training and assistance as needed.
8. May perform other duties as assigned by supervisor.

### 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 discipline appropriate to position
<b>Experience (yrs.)</b>	2	Experience in contract administration, advertising and bidding of public works contracts.

#### **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**

Knowledge of public bid laws, Alabama Building Commission procedures, and American Institute of Architect contract documents.

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

Must obtain and maintain active IACCM Contract and Commercial Management Practitioner Certification or approved equivalent, within first 12 months of employment.

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### 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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 4/23/2019

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