

### JOB INFORMATION

|  |                                       |
|--|---------------------------------------|
| Job Code   | ED33B                                 |
| Job Description Title                                    | Spec II, Contract Administration      |
| Pay Grade  | FO07                                  |
| Range Minimum  | \$43,600                              |
| 33rd %   | \$52,320                              |
| Range Midpoint   | \$56,680                              |
| 67th %   | \$61,040                              |
| Range Maximum  | \$69,760                              |
| Exemption Status   | Exempt                                |
| Organizational use restricted to the following divisions | 113 AVP-Financial Services/Controller |
| Approved Date:   | 1/1/1900 12:00:00 AM                  |

### JOB FAMILY AND FUNCTION

|               |                                 |
|---------------|---------------------------------|
| Job Family:   | Financial & Business Operations |
| Job Function: | Procurement & Payment Services  |

### JOB SUMMARY

The Contract Administration Specialist I reports directly to the Assistant Director of Contracts Administration and plays a crucial role in the review, creation, and management of contracts. This position focuses on the procurement of goods and services in compliance with Alabama's Title 41 (State of Alabama Competitive Bid Law), as well as oversees bidding, construction, and renovation projects under Alabama's Title 39 (State of Alabama Public Works Bid Law). Additionally, this role provides essential administrative and analytical support to the Contract Administration team.

### RESPONSIBILITIES

- Assists in the creation, processing, review, and execution of consultant agreements, amendments, construction contracts, and change orders. Ensures all activities comply with applicable laws and policies.
- Supports the facilitation of Public Bid Openings by ensuring all required documents are present and complete, in accordance with the Code of Alabama and university policies and procedures.
- Interprets and communicates applicable state and federal laws, regulations, university policies, and administrative opinions related to University contracts to both internal and external stakeholders.
- Supports the Assistant Director of Contract Administration by serving as a point of contact for guidance on compliance with Alabama's Title 39 and other relevant laws and policies.
- Assists in developing and delivering training programs on processes and procedures related to contracting requirements for campus constituents.
- Generates and processes requisitions and purchase orders using the TigerBuy system.
- May support the Assistant Director of Contract Administration by reviewing and approving requisitions within the TigerBuy system.
- Performs a variety of administrative duties, including effective communication via email, electronic signature, phone, or mail with internal entities, contractors, and consultants to obtain required contract documents. Coordinates and schedules staff, individual, and other requested meetings for Contract Administration, and handles additional administrative tasks as needed.
- Assists in reviewing and ensuring sufficient budgets are available to process and execute required contracts and agreements.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility      No supervisory responsibilities.

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level                              | Focus of Education     |     | Years of Experience | Focus of Experience  |    |
|--|------------------------|-----|---------------------|--|----|
| Bachelor's Degree                            | No Specific Discipline | and | 0 years of          | Experience in public contract administration, computer operation, software, databases and Microsoft Office programs. | Or |
| Associate's Degree or Vocational Certificate | No Specific Discipline | and | 4 years of          | Experience in public contract administration, computer operation, software, databases and Microsoft Office programs. | Or |
| High School Diploma                          |                        | and | 6 years of          | Experience in public contract administration, computer operation, software, databases and Microsoft Office programs. |    |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of federal and state contracting regulations.

Strong analytical, written and verbal communications, and interpersonal skills required.

Knowledge of customer service best practices.

Ability to understand and navigate computers, software, and databases.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications                        | Licenses/Certification Details | Time Frame | Required/Desired |
|--|--------------------------------|------------|------------------|
| DL NUMBER - Driver License, Valid and in State |                                | Upon Hire  | Required         |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:      Office and Administrative Support

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        |              |            | X          |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |

## PHYSICAL DEMANDS

| Physical Demand            | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-------|--------|--------------|------------|------------|--------|
| Talking                    |       |        |              | X          |            |        |
| Hearing                    |       |        |              | X          |            |        |
| Repetitive Motions         |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination |       |        |              | X          |            |        |

## WORKING ENVIRONMENT

| Working Condition    | Never | Rarely | Occasionally | Frequently | Constantly |
|----------------------|-------|--------|--------------|------------|------------|
| Extreme temperatures |       | X      |              |            |            |
| Hazards              |       | X      |              |            |            |
| Wet and/or humid     |       | X      |              |            |            |
| Noise                |       | X      |              |            |            |
| Chemical             |       | X      |              |            |            |
| Dusts                |       | X      |              |            |            |
| Poor ventilation     |       | X      |              |            |            |

### **Vision Requirements:**

Ability to see information in print and/or electronically.