

Job Description

Position Title: Contract Negotiator

Job Group: Compliance

Job Level Group: Subject Matter Expert

FLSA Status: Exempt

Position Summary:

The Contract Negotiator develops, drafts, reviews, and negotiates all types of college contracts. Works with internal departments and third parties to draft, negotiate, and approve agreements. Ensures agreements are in compliance with internal policy and legal, regulatory, and accreditation requirements. Communicates and coordinates process with internal stakeholders to provide information and minimize the College's risk exposure.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Reviews, drafts, and negotiates a wide variety of College contracts, including, but not limited to, leases, licenses, development and other uses of real property, intergovernmental agreements with local, state and federal agencies, agreements with vendors for procurement of services, construction and technology, academic, educational services and international collaboration agreements. Works with internal Office of General Counsel and outside legal service providers.
2. Collaborates, attends meetings with various departments and stakeholders within the College to assist in development of new agreements. Provides advice on structuring proposed business transactions; identifies risks and liability issues associated with such transactions. Works closely with Procurement Services, College district and campus administration, Facilities, Grants, Financial Services, Workforce Development and Academic Services.
3. Develops and drafts all standard forms of agreement and legal terms and conditions for uniform use within the department and College.
4. Researches and analyzes applicable law, regulatory schemes and policies impacting contracts. Ensures College agreements comply with relevant legal, policy and accreditation requirements.
5. Works collaboratively with other Contract Negotiators, Contract management team and Office of General Counsel to address and resolve contract development and management concerns.
6. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge and application of organizational and time management principles

4. Skill in analyzing data and drawing conclusions
5. Skill in effective communication (both written and oral)
6. Skill in problem solving
7. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Law, Public Policy, or a closely related field of study required.
 - Juris Doctor, Master's degree in Law, Public Policy, or a closely related field of study preferred.
 - Three (3) to five (5) years of related experience in contracting required.
 - Five (5) to eight (8) years of related experience in contracting preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required