

Job Description

Position Title: Director of Contract Services

Job Group: Compliance

Job Level Group: Director

FLSA Status: Exempt

Position Summary:

Directs and oversees district operations for all contracts and agreements. Ensures that all contract activities are in line with current laws, regulations, and policies. Develops and implements College policies and procedures. Ensures efficient and effective practices relating to contract activities. Engages directly with counsel and executives of third parties wishing to do business with the College. Engages in agreements that have been escalated for higher approval when negotiations have reached an impasse.

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. Supervises staff to support College strategic plans. Prioritizes and assigns work, ensures staff training, conducts performance evaluations, and makes hiring, termination, disciplinary recommendations.
2. Directs, oversees, and manages the activities of Contract Services.
3. Develops, drafts, negotiates, and executes all College contracts; provides final approval prior to moving to final execution.
4. Drafts and negotiates complex agreements on behalf of the district.
5. Meets with high-level administrators to discuss and determine effective policies and practices for the College.
6. Manages, bills, and amends all contracts.
7. Negotiates directly with counsel and executives of third parties.
8. 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 of business management and fiscal practices
3. Knowledge of project management principles
4. Skill in analyzing data and drawing conclusions

5. Skill in budget/resource management
6. Skill in effective communication (both written and oral)
7. Skill in independent decision making
8. Skill in people leadership and supervision
9. Skill in positive, productive, and flexible customer service
10. Skill in problem solving
11. Skill in project management principles, processes, and techniques
12. Skill in team building
13. Ability to adapt and maintain professional composure in emergent and crisis situations
14. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
15. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

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.

- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.

Minimum Qualifications:

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

- Bachelor's degree in Business Administration or a closely related field of study required.
 - Master's degree in Law or Finance or a closely related field of study preferred.
 - Five (5) to eight (8) years of related experience with directing a contract department required.
 - Eight plus (8+) years of related experience preferred
 - Three years of supervisory experience.
- 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 a 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:

- Works some evenings and weekends
- Pre-employment Background Check Required