

# Job Description

Position Title: Program Manager, Contracts

Job Group: Financial Services

Job Level Group: Professional Senior

FLSA Status: Exempt

## Position Summary:

The Program, Manager develops 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 state required disclosures. 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. Collaborates with multiple department and stakeholders within the College to review, draft, and negotiate contracts. Works with internal Office of General Counsel and outside legal service providers.
2. Manages the College's third party agreement for auxiliary services. Works closely with Procurement Services, College district and campus administration, Facilities, and Office of Legal Counsel.
3. Manages tracking and monitors executed contracts, tracks expirations and renewals. Manages and oversee College's administration of contract lifecycle processes.
4. Oversees development and implementation of program evaluation and assessment tools and mechanisms for data collection and reporting. Assesses qualitative and quantitative data.
5. Researches and analyzes applicable law and policies impacting contracts. Monitors changes in College policy with impacts for management of College's agreements.
6. Works collaboratively with Contract Officers and Office of General Counsel to address and resolve contract management concerns.
7. Reviews, develops, and drafts standard forms of agreement for uniform use within the department and College.
8. Develops processes and procedures to streamline review and execution of agreements.
9. 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 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:**

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, and may set priorities and organize work within general guidelines established by supervisor/manager.

### **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.

### **Minimum Qualifications:**

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

- Bachelor's degree or in Law, Public Policy, or a closely related field of study required.
  - Master's degree or 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 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:

- Pre-employment Background Check Required