



**University of Texas at El Paso
Job Description**

Job Code: 19649
Job Title: Contract Administrator
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 16, 2010

Summary: Directs activities concerned with contracts for purchase of equipment, materials, products, or service.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Examines estimates of material, equipment, and production costs, performance requirements, and delivery schedules to ensure completeness and accuracy.

Prepares bids, process specifications, test and progress reports, and other exhibits that may be required.

Reviews bids from other firms for conformity to contract requirements and determines acceptable bids.

Negotiates contract with customer or bidder.

Awards and administers contracts, including final approval of payment.

Requests or approves amendments to or extensions of contracts.

Advises departments of contractual rights and obligations.

Compiles data for preparing estimates.

Maintains contract and contractor status databases.

Reviews all correspondence concerning contractors and responds as necessary.

Establishes and maintains contact with contractors to ensure the smooth working of the contract awarding process.

Coordinates work of department with to implement fulfillment of contracts.

Reviews solicitation and contracts for proper contract clauses.

Provides limited supervision to student hires and Buyers in absence of the Assistant Director of Purchasing.

Acts as liaison between company and subcontractors.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.



Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.

Minimum Experience required: Two years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently sit. The employee must regularly talk or hear. The employee must occasionally lift up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level for the work environment is moderate.