



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

**Job Code:** 7003  
**Job Title:** Manager – Government Contracts  
**Department:** Center for Defense Systems Research (CDSR)  
**Reports To:** In accordance with specific departmental policies  
**FLSA Status:** Exempt  
**Prepared by:** Human Resource Services  
**Creation / Revision Date:** October 27, 2010

**Summary:** The Contracts Manager is responsible for contract management support for all project activities in the Center Defense Systems Research (CDSR) at the University of Texas at El Paso.

**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:**

Prepares and assigns work schedules for subordinates.

Ensure compliance on all contracts, and externally funded agreements with proposal terms and with Office of Management and Budget Circulars A-21, A-110, A-133, and Federal Acquisition Regulations.

Provide guidance on the preparation and final approval of proposal and award budgets.

Provide interpretation and recommendations on proposal instructions/guidelines and award terms and conditions.

Review and approve the financial terms, budgets & cost-sharing arrangements at the proposal stage for compliance with university, federal & specific sponsor requirements.

Interact with faculty PI's, department heads and CDSR staff to continually improve the research activity in the center. (Daily)

Review and edit teaming agreements, contracts and subcontracts, equipment loans and memoranda of understanding for CDSR customers.

Approve, and review (with the Project Manager) proposal applications; Check for Contract Representations & Certification forms on all research projects prior to submission to ORSP.

Evaluate and establish procedures and resources within the CDSR to meet the mission of the Office of Strategic Initiatives.

Develop and write accurate, complete award packets submitted to the PI's and the Project Manager upon Notification of Award.

Recommend to CDSR Managing Director changes to policies and procedures in the areas dealing with government contract issues.

Assist in formulating, prioritizing and approving CDSR budgets.

Provide project over-site and enforcement of responsible parties' roles, standards and procedures, awareness, education and training.

Recommend unique applications and uses for memoranda of understanding, teaming agreements, consortiums, and letters of commitment resulting in complex, multifaceted situations involving federal and state entities.

Work with CDSR Managing Director to develop new businesses, laterally expended business via current contract or develop follow-on business to current agreements.

Review federal and state regulations, changes to regulations, and university policies and relay information to Project Manager and Researchers.



Apply internal control concepts to appropriately assess the exposures resulting from ineffective or missing control practices and perform internal control assessment of research administration activities in an effort to identify noncompliance and control weaknesses.

Evaluate risk assessment such as unallowable costs; project accounting and performance measurement procedures in which analysis of project is completed based on project performance and project expenditures.

Identify export control conflicts before entering into agreements. Work with center director, PI's and ORSP on export control restrictions which prohibit awardees from disclosing or licensing certain technology to foreign firms; or which prohibit foreign students from working on research. Provide alternatives in complying with export control issues.

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:** Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

**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:** Seven years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. US Citizenship is required. Ability to possess an ACTIVE SECRET security clearance may be required for continued employment.

**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 is regularly required to walk, sit, and talk or hear. The employee must occasionally lift and move up to 50 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 in the work environment is usually moderate.