



Contract Services Coordinator Job Description

JOB INFORMATION

Job Code:	179047
Job Title:	Contract Services Coordinator
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Facilities
Job Family Group:	Facilities Management and Construction
Management Level:	7 Individual Contributor

JOB SUMMARY

Assists with planning and coordinating assigned services contracts. Reviews contract agreements to ensure contracted services are provided. Assesses service quality to ensure compliance with university policy and procedures, state/federal laws and regulations, and contract specifications. Administers, extends, negotiates, and terminates standard contracts.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Associate's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X	Combined experience/education as substitute for minimum education		
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Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X	Combined experience/education as substitute for minimum work experience		
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to comprehend contract language.
X		Facilities maintenance and contract administration.
X		Demonstrated skill and ability to draft requests for proposals and contractual agreements from standard, existing university contracts.
X		Customer service experience.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proficiency with relevant scanning/imaging applications (e.g., Adobe Acrobat Pro).
X		Excellent written and oral communication skills.
	X	Comprehensive understanding of current laws and regulations covering contractual agreements.
	X	Experience coordinating contracts in university environments.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Prepares contract documents, amendments and other documents related to specific projects or services for the department. Inspects work quality and reviews agreements to ensure contracted services are provided in accordance with contract requirements.				
Maintains contract logs. Tracks master agreement expiration dates. Issues amendments extending contract documents. Develops and maintains internal database system to monitor and track contract services activity and information. Maintains statistical information regarding contract services and generates reports, as needed.				
Evaluates the effectiveness of vendor services. Recommends and implements modifications to achieve quality service. Coordinates with contract agency managers regarding quality control, inspections and agreements.				
Routes documents for internal approval and external signature. Assures routing approval and executed documents are uploaded to department's project management information system and properly distributed. Reviews contract request documentation for completeness. Reviews certificate of insurance documentation to verify compliance with contract requirements.				
Communicates with project managers, consultants, architects and contractors in order to obtain necessary information to create contract documents. Assists new vendors with requirements of the procurement process. Liaises with customers to discuss and address service issues. Identifies possible impacts or outcomes and presents recommendations.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the

position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.