



Director, Contracts & Compliance, Business Services Job Description

JOB INFORMATION

<i>Job Code:</i>	133133
<i>Job Title:</i>	Director, Contracts & Compliance, Business Services
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Program Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Oversees contract administration and review process in Business Services department for all procurement agreements. Ensures all procurement contracts are in compliance with university policy and protect the interests of the institution. Reviews and drafts legal terms and conditions for complex agreements and contractual documents for goods and services subject to final review by Office of General Counsel. Negotiates complex and unique contracts and terms directly with suppliers, as needed. Develops and implements education and training programs for purchasing staff and assists in conducting and monitoring quality assurance reviews to ensure compliance with university policy. Serves as primary liaison for Business Services with Office of General Counsel. Provides guidance, direction and training on critical legal aspects of contractual agreements to purchasing staff and other delegated purchasing units. Supervises subordinate staff, as assigned.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Juris Doctor (JD)	

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		4 years	
	X	7 years	

Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Contract administration experience.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Fully knowledgeable in drafting, negotiating and administering complex procurement or other business contracts.
X		In-depth experience in evaluating and reviewing contractual terms and conditions.
X		Familiarity with applicable state and federal laws and regulations.
X		Ability to process multiple projects, set priorities, and work independently to meet objectives.
X		Demonstrated excellent interpersonal, communication and writing skills.
X		Keen analytical capability.
X		Experience in leading other professional employees in a team environment.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees contract administration and review process in Business Services department for all procurement agreements. Determines ways to improve departmental contracting processes to facilitate department operations without impacting workflow and ensuring compliance with policies and procedures.				
Develops, modifies and implements departmental contracting policies, procedures and processes consistent with university policy, as required. Establishes, maintains and monitors internal controls to ensure compliance with policies and procedures. Disseminates and interprets applicable laws, regulations, rules, policies and procedures, etc., as required.				
Reviews, independently evaluates, and drafts legal terms and conditions for complex agreements and contractual documents for goods and services subject to final review by Office of General Counsel. Negotiates and administers complex and unique business contracts and terms directly with suppliers, as needed.				
Serves as primary liaison for Business Services with Office of General Counsel. Determines what legal terms to include in standard contract templates balancing efficiency and protection of university interests. Develops and maintains draft procurement contract templates in collaboration with Office of General Counsel.				
Assists in conducting and monitoring quality assurance reviews to ensure compliance with university policy. Identifies and develops new tools to assist with ensuring compliance.				
Analyzes and makes recommendations pertaining to the adequacy and effectiveness of the departments' system of internal controls, compliance with laws and regulations, university policies and procedures, and/or the quality of operating performance, as appropriate.				
Supervises subordinate staff, as assigned. Recruits, screens hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Manages quality and productivity of work generated by direct reports. Provides coaching and feedback, as appropriate. Counsels and disciplines and/or terminates employees as required.				
Develops and conducts one-on-one or group education and training programs for Business Services staff and other university personnel on legal aspects of procurement contracts as well as specifics related to contracting policies and procedures.				
Maintains currency through professional organizations and publications and with all state and federal procurement laws and regulations. Interprets changes in law and communicates impact to staff. Establishes and maintains appropriate network of professional contacts. Attends meetings, seminars and conferences. Makes formal presentations, as appropriate.				

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		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,

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
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/			Yes

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.