



Contracts And Change Control Director Job Description

JOB INFORMATION

<i>Job Code:</i>	181493
<i>Job Title:</i>	Contracts And Change Control Director
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Construction
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	6 Manager
Contracts And Change Control Director	

JOB SUMMARY

Oversees and drives policies, processes and procedures that support timely contracting and change management services. Directs contracts and change control activities for major capital construction projects. Prepares and manages complex contracts. Directs negotiations between university and vendors, handles disputes and oversees claims reviews. Provides executive-level professional technical expertise regarding change control management and contract administration, and serves as primary liaison between Capital Construction Development and central university units (e.g., General Counsel, Facilities Purchasing Department).

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		In
X			Engineering	Or
X			Construction	Or
X			Project Management	
	X	Juris Doctor (JD)		

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		10 years	in construction management.	And
X		4 years	in a leadership role.	
	X	12 years		And
	X	6 years	in a leadership role.	

Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in construction management work including reviewing and writing change orders and contracts.
X		General working knowledge of California Contract Code.
X		Significant knowledge of theories, principles and practices of contract administration and change management.
X		Proven experience with bid and contract analysis and preparation techniques.
X		Experience managing and organizing complex construction projects.
X		Practical problem-solving ability with experience in claims mitigation and risk management.
X		Ability to communicate effectively orally and in writing.
X		Experience drafting, administering and negotiating various contract document types for large construction programs including stipulated sum, design-build, guaranteed maximum price, and architect agreements.
	X	Experience analyzing constructions claims on large projects or programs.
	X	Proven leadership ability in a construction management environment.
	X	Experience in a university environment.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs contractual and change control management activities for major construction projects. Oversees and drives capital construction project change control policies, procedures, and reporting and tracking systems. Ensures projects meet cost/budget, schedule and document management requirements, and goals in accordance with state and federal compliance requirements. Implements contract policy and procedure vision and improvements.				
Manages subordinate staff and student workers, as assigned. Counsels, mentors, disciplines and/or terminates employees as required. Monitors staff and contractor compliance with contractual and change control requirements, policies and procedures, as well as compliance to contract requirements (e.g., substantial completion, final completion, warranties, insurance, bonding). Oversees training sessions regarding contracts, contract administration, change control, claims avoidance, claims mitigation and dispute resolution and related policies and procedures.				
Directs critical contractual formation. Establishes high-level contract strategy and drives implementation of strategic contract opportunities. Drafts, executes and manages construction contracts and documents, including development of master contracts. Delegates contract requests to subordinate staff. Directs bid and proposal development and analysis. Acts as primary liaison with university offices (e.g., General Counsel, Senior Vice President Finance, Chief Financial Officer) to ensure required approvals for applicable procurements and contracts are obtained.				
Conducts negotiations with and provides guidance to vendors and university staff on contract review and interpretation. Evaluates vendor proposals and collaborates with university stakeholders to review, modify, reject or approve vendor contract edits. Prepares correspondence to vendors regarding contract disputes. Interprets contract provisions to help mitigate or resolve disputes and claims. Researches and resolves all problematic matters.				
Advises senior leadership on claims, contract interpretation and departmental policy decisions. Collaborates with university legal team to manage disputes, claims and contract breaches. Trains staff to effectively prepare and submit contract requests, overseeing process development and implementation. Manages policy documentation and creates presentations covering all aspects of contracts and contract requests and presenting updates on policies, procedures and templates.				
Drives policies and procedures to track and monitor contractor insurance certificates and bonds. Oversees and implements risk management protocols and procedures. Oversees project risk, including change and potential claim costs. Manages risk occurrence as it pertains to project budget. Provides forecasts and projections to assigned stakeholders.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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/
<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/			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.