



Job Description

Job Title: Procurement Contract Administrator

JTC: CTW

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for the contract purchasing process from initial negotiations to reception of the goods or services. Works with a various organizations to ensure that employees have the equipment and supplies they need to be productive.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Proven work experience as a Contract Administrator, Contract Manager or relevant role. Thorough working knowledge of all relevant contracting statues and regulations, including the Texas Contract Code, and various other procurement regulations. Knowledge of contractual negotiations, negations and execution. Familiarity with accounting procedures. Expert at negotiating contracts with contractors, stakeholders, and colleagues and/or other contracting representatives. Keeps abreast of technological changes and best practices within the industry through professional development activities.

Able to manage multiple projects and priorities simultaneously. Must be detail oriented with the ability to discover potential risks to the district. Ability to analyze contracts with an eye toward reducing costs and increasing profits, while ensuring compliance with the law and district policies and procedures. Previous experience managing contracts and is familiar with legal requirements and terms of use. Must be able to assist stakeholders/constituents in interpreting contract terms and conditions.

Ability to build and maintain collaborative work relationship with diverse individuals internal/external to the organization in order to acquire new and innovative business and ideas. Ability to use independent judgement and work collaboratively in a team environment. Able to represent the organization to key stakeholders, the public and business partners. Proven track record of success using a collaborative management style and the ability to work closely in a cross-functional environment.

Able to read and interpret documents such as vendor contracts, master service agreements, licensing agreements, data security forms, etc. Prepares and reviews bids for conformity to contract requirements and determines acceptable bids. Requests or approves amendments to or extensions of contracts. Must have excellent problem solving/analytical and time management skills.



Must have excellent organizational and communication skills and is able to function in a fast-paced, constantly changing work environment. Highly skilled in MS Office applications including Word, PowerPoint, and Excel.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associates degree plus three (3) years of related experience. Official transcripts are required. Must possess a current and valid Texas driver's license. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Review and negotiates contracts with clients and vendors; prepares contractual correspondence and documentation from pre-award through closure. Prepare and submit proposals, negotiating terms on change proposals and scope changes as required. Complete contract review and acceptance. Solve and mitigate issues regarding risk or contractual provisions, escalating as needed. Review new and/or existing contracts to assure all necessary clauses are included. Stay up-to date with legislative changes, technological changes and best practices, coordinating with the legal department as needed.

Performs vendor contract redlines for compliance in accordance to district policies and procedures. Analyzes potential risks involved with specific contract terms. Explains terms and conditions to managers and interested parties. Ensures that stakeholders understand and comply with DCCCD's contractual guidelines. Adheres to state and federal laws and DCCCD Board policies. Effectively manages change control and issue resolution.

Collaborates and coordinates with diverse, multicultural stakeholders/constituents, internal and external to the DCCCD network community to ensure the timely processing and procurement of goods and services. Maintains a high level of customer support-responsiveness and customer service. Supports process improvement projects (templates, standard terms, system updates, etc.) to drive operational efficiencies and standardization of terms & conditions.

Ensures all deadlines and conditions as described on contracts are met (payments, shipping/receive, etc.). Prepares documents for submittal to various suppliers and stakeholders. Takes timely corrective action to prevent or correct poor or late performance. Initiates termination action if appropriate. Advises customers on policies, business practices and contract interpretation. Oversees, maintains and updates Total Contract Manager (TCM) database with tracking information including contract expiration dates. Utilizes TCM technology to improve productivity.

Utilizes excellent interpersonal, presentation, verbal and written communication skills to communicate detailed or technical contractual information clearly, accurately and concisely to both technical and non-technical stakeholders/constituents. Perform full cycle procurement solicitations for IFB's and RFP's with very little to no oversight from direct supervisor. Provides excellent customer service.



Completes required DCCCD Professional Development training hours per academic year. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.