

JOB INFORMATION

Effective Date	5/2/2023
Job Code:	3286
Job Title:	Contract Administration Specialist
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Supply Chain
Job Family:	Procurement
Job Summary	The Contract Administration Specialist is responsible for supporting contract administration and the procurement card program for the University. Maintains an electronic inventory of UHCL contracts, monitors/tracks contract development and prepares a contract activity report for weekly review by management. Will update and maintain Contract and Procurement Card web pages, performs audits, updates training materials, enters contract encumbrances into PeopleSoft system and is the point person for contract archiving and retention. Also provides customer service for the UHCL academic and administrative departments and fields questions and issues for management review.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Associate's Degree	Degree in Business Administration or related field.	Required	
Bachelor's Degree	Degree in Business Administration or related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of general office experience related to project management or contract administration.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Certified Professional Public Buyer, Certified Texas Purchasing Manager, Certified Texas Contract Developer, or Certified Texas Contract Manager.	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Thorough knowledge of principles, practices, guidelines and interpretation of technical and detailed policies related to contract administration. 	Skilled
<ul style="list-style-type: none"> Knowledge of State of Texas and UH System procurement policies and procedures. 	Skilled
<ul style="list-style-type: none"> Knowledge of software programs to include: word processing, spreadsheets, and PeopleSoft database. 	Skilled
<ul style="list-style-type: none"> Must be detailed oriented. Must have spelling, punctuation, editing and typing skills. 	Skilled
<ul style="list-style-type: none"> Ability to assimilate and implement new programs and policies related to p-cards during any transition of contracting bank or software system. 	Skilled
<ul style="list-style-type: none"> Ability to organize and prioritize efficiently time sensitive duties while maintaining high productivity and accuracy under pressure in a multi-tasking environment. 	Skilled
<ul style="list-style-type: none"> A service-oriented attitude and excellent customer service; interpersonal skills to handle internal and external contacts with a high level of satisfaction with discretion and confidentiality. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Administer standard and nonstandard form contracts for the University. Maintain and provide financial and historical data for contracts. Perform record management for University contracts; central contract repository for University contracts. Maintain correspondence, compliance procedures and training documents for contracts. Provide customer service and support for contracts; advise and assist university employees on proper contract processes; provide training. 	55%
<ul style="list-style-type: none"> Primary responsibilities include the support of the UHCL P-Card Program Administrator which may include: Maintaining p-card training documents; monitoring and analyzing the p-card program which includes noting any unusual cardholder activity usage patterns and other anomalies. Processing cardholder procurement card applications to establish credit card accounts for cardholders with the contracted bank. Canceling cardholder accounts via Online bank card access. 	15%
<ul style="list-style-type: none"> Conducting p-card training for University cardholders, which includes demonstration to cardholders and account managers of how to navigate through and use the contracted bank's online data management and reallocation software program. Conducting audits of individual cardholder accounts in order to ensure compliance with p-card policies and procedures. Reporting cardholder misuse to the P-Card Administrator when cardholder is in violation of p-card policies. 	10%
<ul style="list-style-type: none"> Develops and maintains departmental relationships to provide precise client service and support for the p-card program, contract processing and other procurement resolutions. 	10%
<ul style="list-style-type: none"> Maintain p-card web pages. Under the guidance direct of the Associate Director, update information with policy and procedural changes in compliance with federal, state, and the System Administrative Memorandum (SAM) in order to maintain compliance with current laws and guidelines governing contractual agreements. 	5%
<ul style="list-style-type: none"> Performs all other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description