

Job title	Contracts Administrator
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Contracts Administrator, under direction, develops, writes, and reviews contracts including formal, short form, multiyear, and annual contracts. Monitors the overall contract review process and associated workflow of business and service contracts in accordance with state statutes and established Texas A&M University System (TAMUS) guidelines and protocols.

Essential Duties and Responsibilities

- Reviews terms of each contract and coordinates further reviews as necessary.
- Monitors the overall contract review process and associated workflow related to the review of business and service contracts.
- Ensures contracts are in compliance with Federal, State, and local government laws and performance expectations are met.
- Serves as the point of contact for TAMUS faculty, staff, and administration on contractual matters to facilitate and understand the parties' desired outcomes while protecting the rights of the TAMUS member institutions.
- Provides redlined recommendations and often negotiates directly with parties involved, attorneys, or purchasing staff to develop solutions until a consensus has been reached for standard and nonstandard contracts.
- Maintains contractual records and documentation, such as receipts and controls of contract correspondence, customer contact information sheets, contractual changes, status reports, and other documents for projects in the document management system.
- Develops and implements processes to improve the efficiency and or effectiveness of various processes, including new systems, process changes, and process developments. Specifically assists with development of the contract management database for reporting and tracking start/end dates, renewals, terminations, contract compliance issues, and contract termination completions.
- Develops and maintains reporting functions associated with contracts on behalf of TAMUS. Reports involve performance measures, along with development and maintenance of reports associated with monitoring contract performance for individual departments and TAMUS agreements.
- Maintains current information on the website, policy and procedures manual, TAMUS's guidelines, and publications.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor’s degree in Business Administration or equivalent combination of education and experience.

Experience – Five years of related experience in business or contracts.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications. Advanced knowledge of contract law and a high degree of skill in negotiating and drafting complex written contractual instruments.

Ability to – Ability to multitask and work cooperatively with others. Excellent verbal and written communication skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position may supervise employees.

Other Requirements

- Work beyond normal office hours and/or work on weekends.
- Travel required.

Approved by:	
Date approved:	
Reviewed:	