Job Title: Contract Administrator

BCAT Code: 09HX41                Effective Date: October 1, 2012
Pay Grade: G14        FLSA Status: Exempt                Revision Date: November 1, 2014

General Description
Performs duties associated with the contract administration of out-sourced services by Information Systems and Technology (IS&T).

Examples of Duties

- Prepares solicitation packages, such as cost-benefit analysis, definition of exact services to be provided, specific performance expectations, methods for measuring compliance, definition of the process for incorporating changes into the contract, and the definition of the process for the termination of the contract.
- Monitors the performance over the life of the contract for service delivery, quality of service delivery, and financial record keeping.
- Manages the termination of contract responsibilities to a new vendor.
- Prepares Requests for Qualification and Requests for Bids.
- Manages the vendor selection process to ensure that bidders were responsive to all aspects of the solicitation and have provided realistic methods for demonstrating compliance on a continuing basis.
- Monitors contractor performances; makes recommendations to IS&T Directors and the Chief Information Officer (CIO) on contract renewals.
- Monitors Accounts Payable for contracts.
- Collects and disseminates information on contracts issued by the Department of Administrative Services (DOAS), and are applicable to the University.
- Reviews continuously statewide contract releases and modifications to determine the impact in IT purchases and vendors used by the University.
- Advises IS&T Business Managers on contracts and vendors.
- Makes recommendations to IS&T Directors and the CIO on the termination of vendor relationships due to the retraction of statewide contracts or DOAS indication of poor performance.
- Coordinates IS&T contract and license requirements with the Office of Legal Affairs and Purchasing.

Knowledge, Skills and Abilities

- Knowledge of information technology equipment and services.
- Knowledge of DOAS and University out-sourcing policies and procedures.
- Effective time management, customer service, and organizational skills.
- Effective oral and written communication skills.
- Ability to use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.