

**University Director
Procurement Contracting and Compliance**

Reporting to Associate Vice President of Business Services & Chief Procurement Officer (AVP/CPO), the University Director of Procurement Contracting and Compliance is responsible for the oversight of contract preparation and procurement compliance at all UConn campuses, including the main campus in Storrs and all regional campuses. The Director is responsible for supporting the institution's academic and programmatic needs while guiding contract compliance with federal and state laws and regulations and University policies and procedures.

Duties and Responsibilities

1. Lead a team of contracting and compliance professionals at UConn Storrs and Regional Campuses with responsibility for hiring and supervising staff by communicating University and department objectives, overseeing goal setting, assigning projects with coordination and monitoring of work activities of assigned staff members.
2. Serve as an integral member of the unit's leadership team, working closely with the AVP/CPO in establishing and implementing the unit's strategic mission and goals.
3. May serve as extension of the Associate Vice President for University Business Services & Chief Procurement Officer.
4. Develop, recommend, implement and maintain University-wide policies, procedures, and process improvements.
5. Develop strong collaborative relationships with key internal stakeholders to strategically manage contract and vendor relationships.
6. Lead and perform contract administration functions including assurance of contract compliance in accordance with the Board of Trustees' requirements through preparation, review and sign-off on submissions and monitoring of approved contracts with responsibility to initiate corrective action when problems are identified.
7. Handle issues such as change orders, contractor delays, appeals, claims liquidated damages, settlements and terminations.
8. Manage the administration of contracts by drafting, reviewing, and negotiating all levels of legal agreements and contracts.
9. Oversee contract management processes and timely execution.
10. Collaborate and work closely with the University's Office of the General Counsel in conducting business reviews and legal analyses.

11. Develops and tracks unit-wide metrics and key performance indicators.
12. Prepare complex reports, presentations and other documents in response to University constituents, vendors, and state and federal regulatory agencies.
13. Respond to inquiries, requests, and complaints from University administration and personnel relative to the contracting process and other areas of responsibility; and attend meetings as required.

Minimum Qualifications

1. Bachelor's degree and at least seven (7) years of experience in the drafting, negotiating, and managing of contracts. At least five (5) of the years of experience must at the level of supervisor.
2. Considerable knowledge of principles in areas such as procurement, compliance, construction law, business law, or other public procurement policies in a state or federal environment.
3. Strong contract drafting and negotiation skills.
4. Ability to design and implement departmental and institutional policies and procedures.
5. Strong leadership, organizational, project management and planning skills with the ability to meet deadlines and facilitate solutions in a fast-paced environment.
6. Demonstrated leadership skills and a commitment to mentoring, coaching, and developing a team.
7. Strong interpersonal and persuasive skills with the ability to work effectively with all levels of employees and management.
8. Excellent written and verbal communication skills.
9. Excellent computer skills with strong technical skills to work with multiple database programs including Microsoft Access. Knowledge of contract management systems.

Preferred Qualifications

1. Advanced degree such as MBA, MPA, or JD.
2. Previous supervision of individuals responsible for contracting, procurement compliance and/or procurement operations in a public institution or higher education.
3. Solid understanding of contract law and demonstrated ability to independently draft contractual terms and conditions with demonstrated negotiation skills of complex initiatives.
4. Familiarity with procurement principles, construction and professional services contracting, federal regulations and/or guiding principles relating to research contracts, in addition to traditional academic institutional contracting needs.
5. Understanding the significance of and commitment to supplier diversity programs.
6. Considerable knowledge of academic institutional program needs including research and outreach programs and information technology needs.

Appointment Terms

This is a full-time position located on the Storrs campus. The position will commence under a hybrid model which requires all employees to work on-site two days per week. Future arrangements will be considered in accordance with the University Alternate Work Arrangements policy and procedures. The starting salary for this position is \$150,000-\$155,000 and will be commensurate with the successful candidate's background and experience.

Search 498374

The University offers a competitive salary, and outstanding benefits, including employee and dependent tuition waivers at UConn, and a highly desirable work environment. For additional information regarding benefits, visit: <https://hr.uconn.edu/benefits-beyond-pay/>.

Terms and Conditions of Employment

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

To Apply

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search # 498374 to upload a **resume**, **cover letter**, and contact information for **three (3) professional references** including a reference from applicant's current place of employment. Please note that references will not be contacted without prior discussion with the applicant.