



Family: Legal and Compliance

Level: AM4

Position Profile Title: Manager 1-Contr&Comp

Salary Grade	Minimum	Midpoint	Maximum
6	\$60,288	\$82,860	\$105,420

PROFILE SUMMARY:

Positions in this job profile manage the day-to-day operations for contract compliance and negotiations for a functional unit with university wide scope. They ensure compliance with all applicable federal and state laws and applicable industry regulations. They provide ideas and subject matter expertise while ensuring effective, efficient workflow and adherence to policy and standards. They may contribute to the development of the budget and are accountable for managing the budget and activities of staff.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristics of the Manager 1-Contr&Comp are the responsibilities for the day to day operations and objectives of contracts/compliance for a functional unit within a department, center or institute. Positions manage within a budget and provide supervision for employees carrying out the daily work within the program or functional unit.

PRIMARY POSITION RESPONSIBILITIES:

1. Provides operational level management of the day to day operations for the functional unit, including budget management and implementation of short and long term strategies.
2. Supervision including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees and provide for training provisions
3. Manages outreach and engagement efforts including serving as the liaison for the functional unit with groups, agents, sponsors, students and other constituents to communicate and implement long and short-term goals
4. Develops and implements processes that ensure efficient workflow, quality and compliance standards.
5. Ensures compliance with university policy, and state and federal laws and regulations, and terms and conditions of contracts.
6. Provides subject matter expertise on compliance and contract functions, programs and services including providing training, education and communication materials university wide and externally.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are varied; requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

Decisions have major implications on the management and operations of an area within a department; your job may contribute to important strategy, operations, and business decisions that affect the department.

Decisions impact:

- Functions across the University
- Department
- Direct team
- Students/Parents
- Other External Agencies and Institutions



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ACCOUNTABILITY:

Results are defined by senior leadership; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, responding to grievances, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Monitors, informs, reports, reconciles and/or moves funds within budgets, drafts, develops, approves within budgets and approves budget exceptions within the unit/department.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

Bachelor's degree in field related to assigned responsibilities.

5 years of experience in contract and/or compliance functions, including prior supervisory experience.

May require professional licensure.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.