

JG Management Systems, Inc. Exempt Position Description

Position Title: **Contracts Manager**

Department: Grand Junction Corporate

Incumbent:

Supervisor: Controller

Position Summary:

Supervises negotiation, management and administration of client contracts including federal and commercial contracts, subcontractor/independent contractor agreements, and nondisclosure agreements; evaluates contract requests; and ensures contract compliance with federal and state regulations. Coordinates the finalization of contracts as required with Program Managers, Business Development, Finance, Human Resources, clients, and contractors. Manages contract modification process.

Principal Accountabilities:

Oversee contract activity with moderate to high risk to the company.

Provide contractual guidance to Program Managers and promote a greater understanding of the contractual process and requirements (i.e., contract types, FAR, etc).

Provide authoritative guidance to internal business teams on corporate goals and objectives relating to contract activity.

Contribute to a professional work environment by demonstrating integrity, promoting teamwork, and fostering positive communication.

Build and maintain effective professional relationships throughout the organization, as well as with clients and subcontractors/independent contractors.

Major Responsibilities:

Coordinate and review the formulation and finalization of contracts as required in coordination with various members of management. Review all contracts, subcontractor/independent contractor agreements, and task orders for legal correctness, price, and acceptability of terms and requirements; verify consistency with the RFP, proposal and JGMS policy.

Review complex solicitations and prepare specialized and/or non-routine response for proposals, bids, and contract modifications.

Examine estimates of material, equipment, and production costs, performance requirements, and delivery schedules to ensure completeness and accuracy.

Review bids from prospective subcontractors for conformity to contract requirements and determine acceptable bids.

Review or monitor contract performance to determine necessity for modifications or extensions of contracts, and compliance to contractual obligations. Assist senior executives with administration, extension, termination, and renegotiation of contracts.

Advise Program Managers of contractual rights and obligations, and give guidance to ensure appropriate Statements of Work.

Coordinate efforts with Business Development, Finance, Program Managers, and Human Resources for development of bids and proposals; compile data for preparing estimates.

Analyze new law, regulation and contract trends for potential impact on business unit goals and objectives.

Oversee administration of contract and contractor status databases.

Report functional results to management and executives.

Review all correspondence concerning contractors and respond as necessary.

Establish and maintain contact with contractors to ensure the smooth working of the contract awarding process.

Act as liaison between company and subcontractors.

Maintain familiarity with JGMS policies and procedures.

Perform special projects and other duties as directed.

Required [R] and Desired [D] Knowledge and Skills:

- Strong proficiency with Federal Acquisition Regulation (FAR), agency supplements, commercial terms and conditions, case law, and other bodies of law and regulation affecting government contracts [R]
- Extensive knowledge of contract concepts, subcontract requirements, license agreements, warranties, maintenance agreements, and contract risk [R]
- Exceptional interpersonal, verbal communication, and presentation skills [R]
- Exceptional written communication and proofreading skills [R]
- Strong, effective time management and organizational skills, and ability to prioritize multiple projects and assignments with little supervision [R]
- Strong problem solving and analytical skills [R]
- Certified Federal Contracts Manager [D]
- High level of knowledge and proficiency in office management systems, including presentation, spreadsheet software, database systems, word processing and email/internet applications [D]

Minimum Qualifications:

Bachelors degree in Business Administration or related field plus 5 years experience in the preparation, administration, and monitoring of contracts. Advanced degree and/or Federal Contracts Manager certification preferred.

Physical Demands and Working Conditions:

Work is performed primarily in an office environment (heavy use of computers, sitting for extended periods of time, bending, stooping).

Position requires limited travel.