

**Job Title** Coordinator Contract Management System  
**Reports to** General Counsel  
**Dept/School** Legal

**Job Title Code** 160306  
**Wage/Hour Status** Exempt  
**Pay Grade** 103  
**Date Revised** October 31, 2024

### Primary Purpose

Implement, coordinate, and oversee the electronic contract management system in the Legal Department. Assist in the preparation, review, monitoring and/or compliance of Districtwide contracts, grants, leases, agreement, and/or procurements or other instruments.

### Education/Certification

- Bachelor's Degree in Business Administration, Public Administration, or related field with
- Five (5) years' related experience
- OR
- High School Diploma/GED and eight (8) years related experience

### Special Knowledge/Skills

- Ability to work with a wide variety of internal and external stakeholders
- Ability to use Microsoft Office applications and contract management software
- Ability to prioritize and manage multiple projects simultaneously, while adhering to timelines
- Strong organizational, analytical, and problem-solving skills
- Effective interpersonal, and verbal and written communication skills
- Strong attention to detail
- Understanding of procurement procedures

### Major Responsibilities and Duties

1. Assist in continued development of and maintain Districtwide contract management software system and administer security access.
2. Provide guidance to District personnel regarding the contract review process.
3. Develop contract administration and compliance reports.
4. Assist in preparation, review and monitor of leases, contracts, grant funding applications, and agreements; ensure contract compliance with applicable policies and procedures and other terms and conditions; and maintain contracts in accordance with appropriate record retention laws and internal controls.
5. Establish schedules and procedures to provide contract and document management of a database for contracts, grant submissions and awards, and other instruments.
6. Assist in the preparation and completion of required contract information, documents, drafts and amendments, and enter information into contract management software system and prepare correspondence for approval.
7. Prepare analytical and statistical reports regarding contract management activities and operations.
8. Assist in ensuring that contracts are renewed or re-bid as necessary or warranted.
9. Assist in continued development of standardized forms for the collection and distribution of lease, contract and agreement information and other documents.
10. Oversee the processing of leases, contracts, and agreements with legal staff and other departments, as assigned.
11. Provide or coordinate contract compliance staff training, as directed.
12. Perform other duties as assigned by General Counsel.

### Supervisory Responsibilities

None



# JOB DESCRIPTION

## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress, repetitive hand motions and prolonged use of the computer. Occasional prolonged and irregular hours.

## Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
 Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.