Director of Contractual Services and University Licensing

**Definition of Class**
This is a supervisory position in which the incumbent manages and coordinates the administrative functions of the Identification Card (ID) Center and performs accounting procedures for University and student funds. Incumbent oversees the contractual relationships for Food Services, Bookstore, Vending, Laundry operations, and frequently makes decisions by exercising discretion and independent judgment. Reports to the Assistant Vice Chancellor for Finance.

**Examples of Work Performed**
Manages identification card system to include operation, training of operators and end users, maintains equipment inventory, troubleshoots system problems, and performs daily reporting.

Provides advisory service to user departments concerning use of ID system.

Reviews all reports for accuracy.

Schedules personnel for daily and rush periods.

Coordinates vendor services. Approves licensing requests.

Ensures contract compliance and performance by vendors.

Promotes public relations between contractors and the University community.

Trains and supervises subordinate personnel.

 Prepares and monitors departmental budget.

 Approves purchasing requests. Performs and oversees financial transactions generated within the scope of departmental operations.

 Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Serves as contract liaison officer for outside vendors.

2. Manages and oversees the ID Center and contractual relationships.

3. Prepares and manages department budget and completes budget reports.

4. Supervises and trains assigned personnel.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related
education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is occasionally required to stand; walk; sit; talk and hear; use hands to finger, handle or feel; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Bachelor’s Degree in Accounting or a related field from an accredited four-year college or university.

  **AND**

- **Experience:**
  Three (3) years experience related to the above described duties.

- **Substitution Statement:**
  Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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