

# Contracts Management: Director, Contracts

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Administers, extends, negotiates, and terminates standard and nonstandard contracts. Prepares bids; processes specifications, progress, and other reports; advises management of contractual rights and obligations; compiles and analyzes data; and maintains historical information. Participates in and/or conducts proposal preparation, contract negotiation, contract administration, and customer contact activities to provide for proper contract acquisition and fulfillment in accordance with company policies, legal requirements, and customer specifications. This may also include all facets of subcontract administration, such as developing specifications and work statements; preparing bid packages; recommending subcontractors; selecting vendors and suppliers; coordinating vendor/supplier visits; and writing awards. Examines estimates of materials, equipment services, production costs, performance requirements, and delivery schedules to ensure accuracy and completeness. Negotiates and coordinates additions, deletions or modifications to all standard and nonstandard contracts in support of sales activities. Maintains communications to ensure timely contract execution by the parties. Negotiates all standard and nonstandard contracts in support of sales activities. Ensures final contract documents are consistent with agreements reached at negotiations. May plan and participate in training of contract practices and negotiations to company personnel.

## **Management Role**

Directs through lower management levels. Has responsibility for managing a function that includes multiple related departments.

## **Policy and Strategy**

Establishes policies appropriate for the function. Interprets and recommends modifications to company-wide policies and practices.

## **Freedom to Act**

Objectives are defined in collaboration with senior management and results assessed from a relatively long-term perspective.

## **Impact**

Decisions have a serious impact on the overall success or failure on area of accountability. Erroneous decisions or recommendations may cause critical delays or modifications to company projects or operations causing substantial expenditure of time, human resources, and funds.

## **Liaison**

Interacts with senior management, and others concerning matters of significance to the company. Conducts business and technical briefings for senior and top management and for external representatives.

## **Work Products (Examples may include but are not limited to)**

Manages the contractual process for the Business Area from proposal preparation to contract closeout. Provides leadership and direction to the team of contracts professionals. Ensures compliance with Government contracting regulations such as the Federal Acquisition Regulation. Reviews the work product of the contracts team, and provides oversight and direction. Provides the Business Area management with definitive guidance with regard to contractual issues. Interfaces with legal on key contractual issues such as bid protests. Provides responses to headquarters level request for contractual data or analyses. Interfaces with other Division level contracts management for coordination and sharing of best practices.

## **Minimum Education and Experience**

15+ years directly related experience with Bachelor's Degree in Business or related field. Ability to communicate clearly.