

Contract Specialist

Job Code: 5509

Salary Grade: S09

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for facilitating the procurement of departmental equipment, supplies, and services by a formal bidding process and ensuring best value for the University. Responsible for all levels of contract administration and oversight. Reviews, negotiates, and awards contracts to the maximum levels allowed by Regents policy, on behalf of the University.

- Responsible for the purchasing process related to commodities for departments and/or colleges as assigned.
- Reviews requisitions for materials, supplies, equipment, and services.
- Determines priority and available contract pricing.
- Prepares solicitation documents to include Request for Proposal (RFP), Invitation to Bid (ITB), and Request for Quote (RFQ) for posting and circulation.
- Analyzes vendor offers in preparation of evaluation.
- Reviews contracts, negotiation terms, and conditions.
- Issues purchase orders within authorized signature authority.
- Assists with specification development.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor Degree in Supply Chain Management, Business Administration, Accounting or related field.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 84 months related experience.

Experience:

Required: 36 months purchasing experience, to include responsible buying and/or materials management.

Certifications or Licenses:

- Valid Oklahoma Driver's License required to commute to all University locations or ability to obtain within 30 days of hire date

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledgeable of all university procurement policies and procedures as well as State of Oklahoma law, and other governing laws and regulations
- Proficient in Microsoft Office
- Working knowledge of PeopleSoft and SciQuest
- Ability to demonstrate business experience in detail and technical purchasing operations
- Ability to read and interpret policy as well as State and Federal regulations
- Advanced/proficient verbal and written communication skills for composing audits, reports and policy advisory
- Ability to perform basic data analysis
- Ability to work on multiple projects within critical time constraints or deadlines
- Ability to review, negotiate, and administer contracts
- Experience with preparing solicitation documents

Working Conditions

Physical:

Ability to engage in repetitive motions.

Environmental:

Standard office environment. Frequent exposure to pressure caused by deadlines and busy periods. Requires contact with other departments and university officials.

Printed Date: 10/02/2026