

Convention Center Authority

Position Title:

Contract Coordinator

Position #:	10619
Salary Grade:	CA07
Effective Date:	12/1/2011
Revision Date:	4/29/2015

<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Non-Exempt

<input checked="" type="checkbox"/> Full-Time
<input type="checkbox"/> Part-Time
<input type="checkbox"/> Seasonal

Indicate Employee Type

<input type="radio"/> Administration
<input type="radio"/> Sales/Marketing
<input type="radio"/> Event & Guest Services
<input type="radio"/> Operations
<input checked="" type="radio"/> Finance & Administration
<input type="radio"/> Food & Beverage Services

POSITION SUMMARY: In a few sentences, briefly describe the primary function and purpose of position.

Under the direction of the Director of Finance, is responsible for the review, processing, and execution of all CCA license agreements and addendums; provides advanced litigation and non-litigation support services; and performs related duties as required.

PRINCIPAL POSITION RESPONSIBILITIES/DUTIES: Below is a list of major tasks beginning with the most important for which the position is responsible. Also included is the estimated percentage of time spent on performing the tasks. This is suggested, but not required for Exempt positions.

RESPONSIBILITIES/DUTIES

1.	Works directly with the VP of Sales and Sales team to review, process & execute all Convention Center Authority contracts, license agreements and addendums.
2.	Organizes, maintains and electronically tracks all contracts, licenses and related documents
3.	Researches, prepares or obtains all documents, files and necessary reports for the use of CCA and/or attorney's in preparation of legal documents.
4.	Maintains contractual records and documentation such as receipt and control of all license correspondence, customer contact information sheets, license changes, status reports and other documents for all license agreements.
5.	Develops and implements procedures for license agreement management and administration in compliance with CCA.
6.	Coordinates and tracks all contractual insurance requirements
7.	Evaluates revision request and revise license agreements if found appropriate and approval by management in advance
8.	Works with Director of Finance & Administration to coordinate contractual insurance requirements.
9.	Prepares license execution and monitors licensing progress, ensuring that the provisions of the license agreements are complied with including milestones, deliverables, invoicing, etc.
10.	Serves as liaison to the CCA attorney when dealing with contractual negotiations & with regard to contracting policy.
11.	Serves as liaison between CCA and customers on contractual matters under the supervision of the VP of Sales.
12.	Assists in procurement process and contact monitoring for all aspects of the facility.
13.	Perform additional duties as assigned.

Job Evaluation Factors (Check all that apply)

Formal Education <i>(Minimum Required)</i>	<input type="checkbox"/> H.S. Diploma or GED preferred	<input checked="" type="checkbox"/>	Bachelor's Degree preferred
	<input type="checkbox"/> Vocational or Technical School required	<input checked="" type="checkbox"/>	Education/Experience Equivalent
	<input type="checkbox"/> Associate's Degree preferred	<input checked="" type="checkbox"/>	Other: Paralegal Certificate preferred

Minimum Experience <i>(Minimum Required)</i>	<input type="checkbox"/> None	Impact On Budget	<input checked="" type="checkbox"/> Contributory
	<input checked="" type="checkbox"/> One to three years		<input type="checkbox"/> Direct
	<input type="checkbox"/> Three to five years		<input type="checkbox"/> Other:
	<input type="checkbox"/> Other:		

Decision Making <i>(level of direction & supervision)</i>	<input type="checkbox"/> Little independent judgment required
	<input checked="" type="checkbox"/> Judgment/discretion to make independent decisions within guidelines
	<input type="checkbox"/> Establish Policy & Procedures
	<input type="checkbox"/> Other:

Problem Solving <i>(Typical level encountered over extensive period of time)</i>	<input checked="" type="checkbox"/> By reporting and/or talking to supervisor
	<input checked="" type="checkbox"/> Choices defined in standard work procedures/policies
	<input checked="" type="checkbox"/> Methods chosen before in similar situations
	<input checked="" type="checkbox"/> Identification and analysis of diverse problems
	<input checked="" type="checkbox"/> Complex, varied and only mildly related to those seen before
	<input checked="" type="checkbox"/> Requires understanding/evaluation of impact upon the CCA
	<input type="checkbox"/> Other:

External Contacts	<input type="checkbox"/> External communication is minimal
	<input checked="" type="checkbox"/> Regular contact with general public
	<input checked="" type="checkbox"/> External contacts involving difficult formal negotiations
	<input checked="" type="checkbox"/> Effectively deal with diverse groups and organizations
	<input type="checkbox"/> Other:

Supervisory Responsibility <i>(Typical level encountered over extensive period of time)</i>	<input type="checkbox"/> None
	<input type="checkbox"/> Authority limited to direction of temporary employees only
	<input checked="" type="checkbox"/> Orient/train others; may act in a lead capacity
	<input checked="" type="checkbox"/> Provide leadership/direction to staff on event related issues
	<input type="checkbox"/> Supervise multiple functions, with full responsibility for effective operation & results
	<input type="checkbox"/> Overall responsibility to provide direction and guidance
	<input type="checkbox"/> Other:
	Number of Direct Reports:

Job-Related Knowledge <i>(knowledge of...)</i>	<input checked="" type="checkbox"/> Basic skills in oral/written communication	<input type="checkbox"/> Microsoft Publisher
	<input checked="" type="checkbox"/> Microsoft Word	<input type="checkbox"/> AutoCad
	<input checked="" type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Financial Management
	<input checked="" type="checkbox"/> Microsoft PowerPoint	<input checked="" type="checkbox"/> Administrative principles/practices
	<input type="checkbox"/> Microsoft Access	<input checked="" type="checkbox"/> Computers
	<input checked="" type="checkbox"/> Microsoft Outlook	<input type="checkbox"/> Other:
	<input checked="" type="checkbox"/> Knowledge of the fundamentals of civil law and legal methods and procedures	<input checked="" type="checkbox"/> Manage contracts to ensure cost, service and quality requirements are met.
	<input checked="" type="checkbox"/> Knowledge of the fundamentals of the Tennessee Court structure and the legal system of the United States.	<input checked="" type="checkbox"/> Ensure suppliers meet defined requirements, goals and targets.
	<input checked="" type="checkbox"/> Knowledge of contract law and its application in license administration and purchasing process	<input checked="" type="checkbox"/> Ability to research information diligently
	<input checked="" type="checkbox"/> Knowledge of legal writing and research techniques	<input checked="" type="checkbox"/> Ability to follow verbal and/or written instructions
	<input checked="" type="checkbox"/> Possess the ability to work with financial systems and calculate figures and amounts such as discounts, interest, commissions, proportions, percentages area, circumference and volume.	<input checked="" type="checkbox"/> Ability to administer large, long term contracts and/or licenses
	<input checked="" type="checkbox"/> Must be proficient in contract (license) development, contract (license) standards and language	<input checked="" type="checkbox"/> Ability to meet critical deadlines under stressful conditions
	<input checked="" type="checkbox"/> Must possess strong leadership and interpersonal skills, be very detailed oriented, have strong organizational and time management skills.	<input checked="" type="checkbox"/> Ability to deal courteously with the public
		<input checked="" type="checkbox"/> Ability to establish and maintain effective working relationships

WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)

Working Conditions

- Office, computer room
- Service Areas
- Flexible work schedules
- Valid TN Driver's License
- Travel Required
- Exposure to Customers
- High noise environment
- High dust, dirt, grease environment
- Exposure to moving machinery
- Exposure to chemicals
- Outdoor exposure to weather
- Requires Pre-employment Physical

Physical Effort

- Typically sitting at a desk or table
- Typically standing or walking
- Bending, crouching, stooping
- Running, climbing
- Intermittently sitting/standing/walking
- Climbing ladders/scaffolds
- Lifting 10 lbs or less
- Lifting 11-25 lbs
- Lifting 25 lbs or more
- Using Power Tools
- Using Pallet Jack
- Using Utility Carts
- Using Forklift
- Driving CCA Vehicle

Team Member Print
Name/Date _____

Date: _____

I have read and understand the job requirements.

Team Member's Signature: _____

Supervisor Print Name: _____

Date: _____

Supervisor's Signature: _____

Title: _____

Copies to: Team Member
Department Director
Personnel File

For HR Use Only (Do not write below this line):