

**JOB DESCRIPTION**

**CURRENT AS OF: DRAFT-**  
4/30/2007

JOB TITLE: Contracts Contracts Assistant

JOB CODE: \_\_\_\_\_

ORGANIZATIONAL UNIT: Contracts Administration

SUPERVISOR'S TITLE: Manager, Contracts Administration

FLSA STATUS: Non Exempt

**GENERAL SUMMARY**

**PURPOSE:** To provide Administrative support to the TCH IDS contracts process. To receive requests for initiation of contracted services and contract review, and to triage customer requests to Contract Specialists for assistance. To answer customer questions regarding the TCH IDS contracts process in accordance with established policies and procedures. To route and record executed contract documents. To maintain and monitor completeness of contracts in the Contracts Manager data base. To provide status updates to contract process customers on a regular basis, as directed by the Manager of Contracts Administration.

**POLICY SETTING RESPONSIBILITIES:** Informally responsible for providing recommendations into policies associated with the job's purpose and essential responsibilities.

**DECISION-MAKING AUTHORITY:** Routine decisions include assigning contract requests to appropriate Contract Specialist and determining classification of new contracts with the assistance of the Contracts Manager..

**SUPERVISORY RESPONSIBILITY:** None.

**PATIENT CARE PROVIDER RESPONSIBILITY:** None

**ESSENTIAL RESPONSIBILITIES**

<b>Responsibility A:</b>	<b>Triages customer requests for contracts, enters contract data and answers customer questions regarding the TCH IDS contracts process in a professional, courteous and timely manner.</b>	<b>Time %</b>	<b>Relative Importance</b>
		<b>25%</b>	<b>5</b>
Task #1: Receives requests for contract initiation from customers. For each request received, performs the following duties: assigns contract number, logs requests into database, verifies contract type, sends to appropriate Contract Specialist, and confirms receipt of request (in writing) with Contract Initiator , submitting the contract in accordance with timeframes established by department management.			
Task #2: Scans non-contract workflow into the system creating a contract profile in Deal Manager for future tracking of contract status. Scans electronic version of all supporting documents received into contract software and links documents to appropriate request in accordance with timeframes established by department management.			
Task #3: Forwards contract request and supporting information to appropriate Contract Specialist in accordance with timeframes established by department management.			
Task #4: Monitors Contracts Administration e-mail and responds to customer inquiries in a professional, courteous and prompt manner no later than one business day after receipt of inquiry.			
Task #5: Maintains the highest degree of confidentiality with respect to information relating to business transactions and TCH employees, patients, guests, physicians, co-workers and vendors.			

<b>Responsibility B:</b>	<b>Maintains and monitors completeness of contracts databases to ensure that performance metrics are captured on a real time basis.</b>	<b>Time %</b> <b>10%</b>	<b>Relative Importance</b> <b>5</b>
<p>Task #1: On a minimum of a weekly basis, monitors contract request database for completeness of data and coordinates with appropriate Contract Specialist to ensure data current.</p> <p>Task #2: Follows up with Contract Specialists if mutually signed contracts are not received within the time allotted for contract completion.</p> <p>Task #3: Assists Contracts Manager in generating canned reports in the contract software</p>			

<b>Responsibility C:</b>	<b>Provides status updates to contract process customers on a regular basis based on information provided by the Contract Specialists.</b>	<b>Time %</b> <b>15%</b>	<b>Relative Importance</b> <b>5</b>
<p>Task #1: Using contract software, provides information to end users on a regular basis regarding status of contract requests. Ensures that information provided is current, concise, and correct.</p> <p>Task #2: Assists end users with contract password or log-on issues..</p>			

<b>Responsibility D:</b>	<b>Provides administrative assistance to the Manager of Contracts Administration and the Contract Specialists. Facilitates processing of contract documents for completed contracts.</b>	<b>Time %</b> <b>25%</b>	<b>Relative Importance</b> <b>5</b>
<p>Task #1: Obtains relevant documentation from Contracts Specialists for completed contracts. For each executed item, scans an electronic copy of document into the contract database, forwards appropriate originals and supporting documentation to Records Management with the new Procuri-TotalContracts number assigned</p> <p>Task #2: Assists Manager of Contracts Administration and Contract Specialist as needed with sending information to Vendors.</p> <p>Task #3: Assists Manager of Contracts Administration and Contract Specialist as needed with scheduling and logistical arrangements related to meetings with third parties (vendors).</p>			

<b>Responsibility E:</b>	<b>Monitors contracts database for upcoming renewal/cancellation periods and provides appropriate, timely communication and reports to customers, Contract Specialists, and Contracts Administration Manager.</b>	<b>Time %</b> <b>15%</b>	<b>Relative Importance</b> <b>5</b>
<p>Task #1: Runs report on a monthly basis identifying contracts requiring notification of expiration or renewal in 90-120 days. Provides report to Contract Specialists and Contracts Administration Manager.</p> <p>Task #2: Sets Pre-Alerts in the contract data base for all contracts at the time of set up for automatic notification of expiration to end users.</p> <p>Task #3: Obtains responses from customers of desired action for contracts with upcoming expiration or renewal dates. Follows up and escalates to Manager if end user response is not received, and tracks desired action in database.</p>			

<b>Responsibility F: Maintains licenses for contract technology</b>
<p>Task #1: Sets up all authorized licensed users for contract technology.</p> <p>Task #2: Formats the Delegation of Authority for each workgroup to ensure that individual department contracts are secure and can only be viewed by authorized employees.</p> <p>Task#3: Maintains the security access spreadsheet to ensure that contracts are secure and can only be viewed by authorized employees.</p> <p>Task#4: Maintains up-to-date information for all technology licenses issued to authorized users, ensuring that licenses issued remain within the number of licenses purchased.</p> <p>Task#5: Deletes terminated authorized licensed end users from the contract technology.</p>

<b>Responsibility G</b>	<b>Maintains Contract Administration Web Page</b>	<b>Time %</b>	<b>Relative Importance</b>
		<b>10%</b>	<b>4</b>
<p>Task #1: Ensures that Web Page contains current information at all times.</p> <p>Task #2: Updates Web Page as needed.</p> <p>Task #3: Deletes out-dated material from Web Page.</p>			

<b>Responsibility H:</b>	<b>Performs Other Duties as Assigned by Management.</b>	<b>Time %</b>	<b>Relative Importance</b>
		<b>10%</b>	<b>4</b>
<p>Task #1: Attends departmental meetings as required.</p> <p>Task #2: Assists in the preparation of training manuals and training documentation for on-going contracts training, ensuring that manuals are updated appropriately with the newest version of procedures.</p> <p>Task#3: Assists in the on-going contract training.</p> <p>Task#4: Performs other job related duties within the assigned timeframes assigned by the Manager, Assistant Director, or Director.</p>			

### REQUIRED KNOWLEDGE AND SKILLS

<b>COMPONENT</b>	<b>DESCRIPTION</b>
Knowledge	Required for completely satisfactory performance in this job is a thorough knowledge of and experience with computer word processing and spreadsheets software. Must be able to read and interpret the underlying purpose of contractual agreements, including the concepts of offer and acceptance and bargained-for transaction. Knowledge of the healthcare industry and of hospital purchasing practices, procedures and techniques is also desirable.
Skills	Required for completely satisfactory performance in this job is the ability to communicate effectively with outside vendors, Texas Children's Hospital management and contract reviewing departments, both verbally and in writing. Must be comfortable communicating instructions and process information to customers of all levels within the organization, including executive leaders. Also required is the ability to effectively utilize computer word processing and spreadsheets software. Must be able to organize information, generate reports and maintain data regarding contracts and contract process requests in a database. Must be responsive, customer-service focused and detail

	oriented.
Formal Education and Experience	The formal education normally required for completely satisfactory performance in this job is a High School Diploma or equivalent and minimum of 5 years experience in an administrative or office support role. Experience in Contracts Administration is preferred.

**WORKING CONDITIONS**

No conditions noted that differ from the normal office work environment.
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The above statements are intended to describe the essential responsibilities being performed by people assigned to this job. They are not intended to be an exhaustive list of the responsibilities assigned to these people.

**APPROVED BY**

NAME:

TITLE: