
Alabama Supercomputer Authority

ASA

Position: Director of Contracts and Business Operations

How to Apply: Email Resume to personnel@asc.edu

Deadline: September 28, 2020 at 5pm



Salary:

Commensurate upon experience and budgeted not to exceed \$90K annually the first year.

General Description

This position is located in Montgomery, Al and reports to the CEO to manage the relationship, monitor operations, utilize additional third parties to provide an independent audit/review of key services being provided, identifying both strengths and weaknesses and reporting to Executive management. Additionally, the role of the Director of Contracts and Business Operations is to remediate issues identified, facilitate improvements and assume direct accountability for both the services company's performance and the changes needed for improvement. This position will work closely with the CFO and ASA's Legal Advisor.

Responsibilities

Contracting & Contract Performance

Oversees and manages the activities of contracting, which may include one or more of the following functions: RFP/Bid management; operational contract performance management; proposal (RFP) oversight and related accounting.

- Cost effectiveness
 - This includes identifying all cost at an "audit level"
 - This is typically in both a high-level summary with reference to a detailed report
 - Reporting for specific project work that usually will come up from time to time that would impact existing services. Some examples would include the Library initiative, Cybersecurity, Rural Healthcare.
 - This is typically done as a partnership with the CFO
- Federal, State or other laws applicable to services provided
 - Assessment that ALL aspects of the contract meets or exceeds any applicable laws, rules and guidelines set forth by any applicable governing body (FCC & USAC)
 - Ensure the RFP meets or exceeds any applicable laws, rules and guidelines set forth by any applicable governing body (Federal, State, FCC & USAC)

Business Development

Work closely with CEO and other Senior Management to promote ASA mission and services while following policies and procedures including federal, state, and local regulations that impact services.

- Identify new and specific business opportunities
- Responsible for business development including collecting and analyzing data which transforms into planning, organization, implementing and reporting results.

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- Work with clients to understand requirements for new business
- Create and present reports to leadership team to support recommendations of new business
- Lead new business opportunities and coordinate with other team members to expand ASA services
- Coordinate and oversee application development projects, tracking status reports and project management with Professional Services contractor

Reporting

- Bench Marking
 - ⊖ Comparison of contract performance to industry standards
 - Good – Better – Best
 - Typically measured against industry specific and not general measurement for all services companies
 - Industry standard must reflect credible sources
 - Prepare and report all aspects of any contract's performance to CEO, Program Director, Board Chair and update to board members
 - A three-level rating scale is used to quickly identify performance. This includes Underperforming – Meeting contract performance – Exceeding Contract performance

Principle Accountabilities

- Administer the contract process for all ASA contracts and ensure contracts meet all state and federal laws as well as USAC regulations.
- Review contract deliverables to ensure compliance with contractual terms and milestones.
- Responsible for developing strategic plan including goals and timelines for new business opportunities.
- Prepare periodic reports that detail performance, contract progress, and corrective action plans where necessary.

Qualifications

Bachelor's degree in business, public administration, finance or related field. (CPA or Master's degree is highly desirable) Minimum of 5 years' experience in related field. Previous experience with state government is preferred. Ability to manage complex projects, multi-task, and provide updates on all activities as well as the ability to operate independently to meet ASA goals. Proficient use of Microsoft Office products as required in the course of duties.

* ASA will not be responsible for any failed communication attempts. A confirmation email will be sent once your resume package is received. An email address must be provided.