



POSITION DESCRIPTION

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| JOB TITLE: Contract Law Specialist Job Class: | |
| DATE | Office of the Chief Financial Officer Risk Management |
| BARGAINING UNIT: | FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt |
| Pay Schedule: Pay Range: | Management Approval: |
| POSITION SUMMARY and PURPOSE: Under the supervision of the Manager, Risk and Insurance Services, and in collaboration with the Department of Procurement Services, reviews, drafts and negotiates contracts, leases and agreements on behalf of Milwaukee Public Schools (MPS). Provides counsel and advice, in consultation with Milwaukee City Attorney, to necessary parties. Ensures legal, regulatory and Board requirements are met. Ensures that the legal interests of MPS are represented. | |

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Drafts, negotiates agreements, contracts and leases prior to their execution. Recommends modifications to proposed contract and lease language and conditions where appropriate.
2. Drafts and negotiates memoranda of understanding between the district and partners to ensure appropriate designation of contractual duties and allocation of risk between parties.
3. Provides counsel and advice to Procurement Services and other departments on contracts and leases. Consults with Milwaukee City Attorney's Office as necessary. Advises appropriate parties when legal elements of a contract or lease are missing or inadequate.
4. Serves as MPS' advocate in contract and agreement negotiations with external parties, and ensures the rights of MPS are protected.
5. Assists with issues arising out of contracts and/or contract disputes, including insurance coverage issues.
6. Assists in the development of internal protocols relating to contracts that will assist in loss prevention and mitigate risk throughout the district.
7. Researches and interprets case law and outlines the relevance of specific precedents to current issues.

8. Actively supports the MPS Strategic Plan.
9. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision by the Department Manager

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A, coordinates work among some departments as necessary to complete contracts

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a law degree and admittance to the Wisconsin Bar. A basic knowledge of basic knowledge of business law and administration principles.

Experience Requirements

Previous experience with contract law and business administration is preferred. Previous experience in a public sector environment is preferred. Procurement experience preferred.

Knowledge, Skills, and Abilities

Strong verbal and oral communication skills, and good interpersonal skills in order to establish effective business relationships with external contractors. Must be able to analyze and solve problems. The ability to understand how a particular task/assignment impacts other district departments. The ability to gather data, compile information and prepare reports is required. Knowledge of contract law and principles related to contract administration are required. The ability to assess contract compliance and the quality of products or services is required. The position requires the ability to manage numerous projects with varying deadlines and operate with minimal supervision. This position also requires flexibility in type of work performed and ability to learn other subject areas as needed. Incumbent must be proficient in Microsoft office products, including word processing and spreadsheet software AND should have knowledge of computerized accounting systems. Must be able to work effectively with a diverse population.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

