



**JOB TITLE:** Contract & Procurement Manager

**SALARY RANGE:** \$ 85K - \$115K

**OPENING DATE:** September 12, 2023

**CLOSING DATE:** September 30, 2023

**WORK HOURS:** Monday – Friday 8:30 AM – 5:30 PM

**JOB SUMMARY:**

Under administrative direction, is responsible for managing and implementing, contract initiation, monitoring and compliance activities, in accordance with Visit San Antonio contracting policies and procedures. Provide leadership in the strategic planning, research development, and execution of data and performance analytics as well as decision support processes. May exercise functional supervision over assigned staff.

**ESSENTIAL JOB FUNCTIONS:**

- Provides direction in implementing the practices and procedures established for contract initiation, monitoring, and compliance.
  - Provides oversight of initiation, monitoring, and compliance projects.
  - Develops annual compliance work plans and objectives.
  - Identifies need for and develops improvements to contracting programs, policies and procedures.
  - Reviews and continues oversight of existing policies, procedures and management controls and develops and implements new policies, processes, and procedures to improve contract compliance.
  - Responsible for the development, coordination and distribution of statistical data for the VSA and the industry as well as meets and responds to citizens, local industry stakeholders and national investors requesting statistical and research information from the VSA.
  - Supervises data analytics processes, to include gathering reporting requirements, analyzing commonly used reporting queries, and determining best practices.
  - Oversees the design, development, and deployment of new and revised performance reports.
  - Work with VP of Media Relations and Communications, Chief Financial Officer and other VSA staff to develop quick facts and stats readily available for day-to-day media requests.
  - Work and coordinate with VSA Divisional Directors to develop and submit quarterly performance reports to the City of San Antonio.
  - Provide assistance to Chief Financial Officer and Director of Finance in preparing STR forecast projections reports to the City of San Antonio.
  - Manage, develop, and coordinate all research projects on behalf of the VSA to include common assigned research initiatives, request for proposals, economic impact studies, visitor intercept studies, focus groups, and surveys to include coordination with staff and external consultants.

**JOB REQUIREMENTS:**

- Bachelor's Degree from an accredited college or university.
- Five (5) years increasingly responsible experience in contract management and compliance, including two (2) years of supervisory experience.

- Five (5) years of progressively responsible professional experience in data analytics or business intelligence.
- Valid Class 'C' Texas Driver's License

**PREFERRED QUALIFICATIONS:**

- Master's Degree from an accredited college or university in auditing or accounting.
- Contracting or related analytical business experience.
- Experience with CRM and Procurement platform systems.
- 3 years of experience in conducting research practices/studies for the hospitality industry

**APPLICANT INFORMATION:**

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of this position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Applicants selected for employment with Visit San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Knowledge of contract management standards, planning, solicitation processes, contract monitoring and compliance practices.
- Knowledge of Federal, State, and local laws, ordinances, policies, procedures and regulations pertaining to contracts.
- Knowledge of industry reporting techniques
- Ability to communicate clearly and effectively
- Ability to work primarily in an office environment

**PHYSICAL REQUIREMENTS:**

Physical requirements include visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to sitting, standing, lifting and walking to perform the essential functions. Working conditions are primarily inside an office environment.

**To apply for this position, please send your application, resume, and cover letter to [jobs@visitsanantonio.com](mailto:jobs@visitsanantonio.com)**