



<b>Job Title:</b>	Contract Coordinator	<b>Job Code/ Req#:</b>	20-52
<b>Department/Group:</b>	Financial Services	<b>Pay Range:</b>	\$16.08-\$22.56
<b>Reports to:</b>	Director of Financial Services	<b>Position Type:</b>	Full Time
<b>Job Category:</b>	Non Exempt - Hourly	<b>Date Created/Revised:</b>	
<b>Filled by:</b>	Vacant	<b>Filled on:</b>	
<b>JOB DESCRIPTION</b>			
Reporting to the Director of Financial Services and in alignment with agency adopted mission and core values, this professional coordinates agency purchasing and contract management. Within state, federal and agency guidance, this person coordinates contracting and purchasing for the agency.			
<b>KEY TASKS</b>			
<ul style="list-style-type: none"><li>- Processes engagement in and oversees contract maintenance, including MOUs or equivalent</li><li>- Understands and ensures compliance with federal and state regulations and guidance, grant awards and internal policies</li><li>- Prepares and coordinates contract/grant reporting and monitoring</li><li>- Supports agency audits, as needed</li></ul>			
<b>GENERAL RESPONSIBILITIES</b>			
<ul style="list-style-type: none"><li>- Ensures procedures and corresponding communications align with statute, rule and agency guidelines</li><li>- Oversees contract management and compliance processes: tracks activity</li><li>- Prepares and coordinates contract/grant reporting and monitoring</li><li>- Updates agency information with specified partner agencies</li><li>- Works with senior management and other peers for strategy development and execution planning</li><li>- Works across functions with peers in other groups to ensure collaboration for shared goals</li><li>- Creates and shares functional area information in a timely manner</li></ul>			

## **EXPECTATIONS**

- is honest, ethical and transparent
- maintains confidentiality of entrusted information
- is willing to take on responsibilities and challenges
- is willing to accept criticism and deal calmly and effectively with high stress situations
- is reliable, responsible, and dependable, and fulfills obligations
- has reliable transportation
- establishes and maintains personally challenging goals and exerts effort toward mastering tasks
- is careful about detail and thorough in completing work tasks accurately
- reviews work and uses logic to address work-related issues and problems
- challenges the status quo
- is creative and thinks of alternative ways to develop new ideas and answers to work-related problems
- is open to change (positive or negative) and considerable variety of tasks in the workplace
- values diversity
- values team input
- lives agency's Core Values:
  - Assumes Positive Intent
  - Is (Be) Effective
  - Chooses Responsibility
  - Delivers Excellent Customer Service
  - Embraces Fun
  - Finds the Solution that Best Helps the Child

## **SALARY SCALE SKILLSET REQUIREMENTS**

- Task/Judgement - Performs tasks without supervision
- Independence/Expertise20-52
- Service/Initiative - Coordinates implementation of programs and procedures
- Supervision - Assists in the supervision of tasks
- Agency Growth - Not developed in this set

## **KEY SKILLS**

- Excellent Microsoft Office skills
- Excellent customer service skills
- Excellent verbal and written communication skills
- Ability to prioritize tasks
- Ability to manage time and meet deadlines
- Ability to support team as needed

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree in Business or related field from an accredited institution
- Two (2) years experience with contractual agreements, state statutes and rules

#### **OTHER**

- Travel: Local, Out of County
- Telecommute Eligible: Yes, Limited
- Leave Requirement: 5 Day Consecutive
- Sometimes has courageous conversations with vendors concerning contracting status
- Mastery of Department of Children and Families specified courses (45 hours) within 90 days of employment
- Serve as back-up for department tasks as needed

#### **PHYSICAL REQUIREMENTS**

- Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions
- Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear
- Must regularly lift and/or move up to 20 pounds, occasionally lift and/or move up to 50 pounds with assistance
- Specific vision abilities required by this job may include close vision and ability to focus for long periods of time

#### **WORK ENVIRONMENT**

- Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities may perform essential functions
- May be exposed to outside weather conditions
- Temperature in the buildings may fluctuate
- Children may be present
- May require overnight travel

**Job Description Acknowledgement:** I acknowledge receiving a copy of this job description and discussing it fully with my supervisor. By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the organization.

Employee Signature:		Date:	
Supervisor Signature:		Date:	