



Early Learning Coalition of Broward County, Inc.

Job Description

Position: Contract Administration Manager

Reports to: Chief Administrative Officer

FLSA Status: Exempt

Position Status: Full-time

Grade: 43

JOB SUMMARY: The Contract Administration Manager is responsible for organizational contract development and administrative management activities. The position works closely with Coalition funders, vendors, regulators, legal counsel, subject matter experts, financial staff and other stakeholders to balance compliance, collaboration and transparency throughout each contract's life cycle. The Contract Administration Manager serves as a resource and guide for ELC staff to acquire necessary goods or services. The Contract Administration Manager role is a position of discretion and trust, requiring significant technical knowledge of contracting rules and process.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major core duties and responsibility of the job, the employee is expected to perform these and other job related duties as may be required. Additions, deletions, or changes may be made to this description at any time without prior notice.)

- Serve as the primary Coalition resource on vendor selection requirements and implement all aspects of the public procurement process. Plan and carry out all aspects of the public procurement process in accordance with applicable law, regulations, policies and procedures including, but not limited to:
 - Guiding staff through available procurement options, procedures and cost analyses. Proactively seeking efficient ways to meet contracting needs within the parameters of State and Federal regulatory requirements and ELC policy
 - Working collaboratively with appropriate staff to develop written requirements, specifications, budgets or scope of services for goods or services to be procured and ensure proper Coalition authorization to proceed
 - Planning and carrying out all aspects of all formal procurements including securing required approvals, posting notices, facilitating bidders' conferences

and respondent Q&A, conducting cure procedures, manage rating committee process, securing authorization for awards and notifying awardees

- Serve as a one-stop shop for all administrative stages in the life cycle of Coalition contracts received and issued, including, but not limited to:
 - Establishing and maintaining clear and efficient procedures for contract requests, budget verification, vendor selection, contract execution, performance follow-up, status tracking and compliance
 - Working collaboratively with appropriate subject experts or staff to identify issues and requirements, facilitate cost analysis and procurement discussions, and obtain subject expert and senior management input on budgets, timelines and deliverables
 - Engaging relevant stakeholders in decisions involving legal or regulatory requirements, contract standards and cost targets
 - Drafting Board action items and contractual provisions based on strategy discussions, senior management input, and organizational needs and expectations.
 - Serving as primary organizational contact during contract negotiations and contract execution process
 - Monitor contractual performance of both parties to ensure compliance with terms and to identify conflicts or changes requiring resolution at contract renewal
 - Proactively providing updates to appropriate staff about contract status and promptly communicating updates and changes to contract requirements
 - Maintaining a centralized library of contracts and contract related documents accessible to all
- Conduct on-going financial tracking and analysis of contract budgets, balances and invoices:
 - Work collaboratively with appropriate program and fiscal staff to develop and review contract budgets
 - Ensure compliance with budget variance requirements and process budget amendments as appropriate
 - Monitor contract balances monthly and alert program and fiscal staff to potential over or underspending
- Maintain and update Coalition sub recipient program and fiscal monitoring policies and filings
- Maintain and update complete and accurate records in accordance with agency record retention and destruction standards and best practices
- Provide documentary support for audits, external monitoring reviews and other requests or reviews timely and completely
- Participate in knowledge sharing and other on-going training activities to ensure

sufficient cross training within the accounting/fiscal team and coverage in times of need

- Communicate and collaborate with ELC staff, stakeholders and vendors in a professional, results-oriented manner and be accountable for ensuring follow through on questions or problems when they arise
- Proactively work to support ELC's mission and commitment to Broward Families and children
- Other duties as assigned

COMPETENCIES:

- Personal Effectiveness/Credibility
- Strong organizational skills and project management
- Problem Solving/Analysis
- Attention to detail and accuracy
- Communication Proficiency
- Ethical Conduct
- Business Acumen
- Organizational Skills
- Technical Capacity
- Good judgement
- Ability to build strong relationships among stakeholders
- Team Player

SUPERVISORY RESPONSIBILITIES:

1-2 Staff

WORK ENVIRONMENT:

- This position operates in a professional office environment. This role uses commonly used applications that include: computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E-mail, and other data and software systems.

PHYSICAL DEMANDS:

- While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Ability to operate a motor vehicle.
- Able to sit for extended periods of time.
- Regularly required to walk and reach with hands and arms.

POSITION TYPE AND EXPECTED HOURS OF WORK:

- This is a full-time position
- The office hours of work are typically Monday through Friday, 8:30 am- 5 pm

REQUIRED EDUCATION AND EXPERIENCE:

- BA in Business Management, Non-Profit Administration, Relevant Service Industry or related field (MA preferred) and 3-5 years relevant experience and a history of increasing responsibility
- Significant experience creating, analyzing and managing contract budgets.
- Strong knowledge of State and Federal contract and procurement best practices and standards in a non-profit or governmental setting
- Experience creating contracting workflows and implementing administrative management procedures with strong internal controls
- Proficient in data analysis, able to create and use excel spreadsheets, including pivot tables

Preferred Education and Experience

- Paralegal experience or knowledge of program services

ADDITIONAL REQUIREMENTS:

Background Checks

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Verification of Required Education and/or Credentials
- Level II Background Check
- Drug Screen
- Valid Florida Driver License
- Valid Automobile Insurance
- Reliable Transportation
- E-Verify

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.