



## Early Learning Coalition of Broward County, Inc.

### Job Description

<b>Position:</b>	Contract Specialist
<b>Reports to:</b>	Contract Administration Manager
<b>FLSA Status:</b>	Non-Exempt
<b>Position Status:</b>	Full-time
<b>Grade:</b>	39

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**JOB SUMMARY:** The Contract Specialist will be responsible for coordinating the execution of contracts for ELC Broward and the administrative tasks for the Contract Department. Serving as a liaison with vendors and funders and completing reports for timely submission. This position will be responsible for tracking contract deliverables, revenue reporting, and invoicing for match funding. This position also provides backup for the Purchasing Officer in monitoring and completing purchase orders as needed and offering support to the Procurement process as needed. The Contract Specialist role is a position of discretion and trust, requiring technical knowledge, high integrity and must exhibit good judgement.

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**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).

#### Contract Coordination

- Coordinates all contractual arrangements following all applicable State and Federal contracting guideline, including amendments and renewals.
- Maintains up to date contract file with all applicable documents according to Florida Statutes, including an active contract list and Match Board report for Board meetings.
- Prepares contract documents for submission to legal for review.

- Provides assistance to the accountant in retrieving contracts for audits as needed.
- Prepares contract packets to obtain digital and manual signatures as required. Must be willing to drive to obtain in person signatures as applicable.
- Maintains an active record on the status of all contracts and be able to keep everyone informed.
- All other miscellaneous administrative tasks as needed.
- Prepares and completes grant applications for match funding grants and annual grant letters for all local municipalities.

### **Reports**

- Responsible for completing and tracking the submission of all required reports for all Revenue agreements.
- Respond to all email communication in a timely manner to ensure a smooth and timely workflow.

### **Invoicing**

- Submitting invoices to funders upon confirmation of match funding, assisting the Contract Administration Manager with other tasks as needed.

### **Procurement**

- Support the procurement process and team, completing and assisting with tasks as needed.

### **COMPETENCIES:**

- Ability to adhere to deadlines
- Strong organizational skills and communication skills
- Adaptability and flexibility in a fast-paced environment
- Problem Solving/Analysis
- Attention to detail and accuracy
- Ethical Conduct
- Technical Capacity
- Good judgement and ability to work well with others

### **SUPERVISORY RESPONSIBILITIES:**

- None

**WORK ENVIRONMENT:**

- This position operates in a professional office environment and remotely.
- 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.
- Able to sit for extended periods of time.
- Regularly required to walk and reach with hands and arms.
- Required corrected vision and hearing to normal range.
- Ability to operate a motor vehicle.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

- This is a full-time non-exempt position that requires the employee to adhere to ELC's Telework Agreement.
- The work hours are typically Monday through Friday, 8:30 am – 5:00 pm
  - The position may work nights, weekends, and holidays.
  - This position may regularly work longer hours.

**REQUIRED EDUCATION AND EXPERIENCE:**

- AA degree in business administration, administration, or any related degree.
- Some contract and/or paralegal experience preferred.

**Preferred Education and Experience**

- Paralegal experience and/or knowledge of contract management
- Certified public notary

## **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 – if applicable
- Access to Reliable Transportation – if applicable
- E-Verify
- High Speed Internet Access that can be maintained daily, with at least 50Mbps when working in a secure home location

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