



## Early Learning Coalition of Broward County, Inc. Job Description

**Position:** Contract Administrator

**Reports to:** Chief Administrative Officer

**FLSA Status:** Exempt

**Position Status:** Full-time

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**JOB SUMMARY:** The Contract Administrator 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 Administrator places a high priority on customer service and serves as a resource and guide for ELC staff wishing to acquire goods or services. The Contract Administrator role is a position of discretion and trust, requiring significant technical knowledge, high integrity and 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.)

- 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. Assuring accuracy and appropriateness of contract text and

- attachments.
  - Maintaining deadlines for invoices, reports or deliverables and communicating on an ongoing basis with appropriate staff about contractual issues. Monitor contract balances and alert staff to potential over or underspending. 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
- 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.
  - Provide excellent customer service. 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**

- High Integrity
- Strong analytical skills
- Strong organizational skills
- Attention to detail and accuracy
- Ability to maintain confidentiality
- Excellent communication and relationship management skills
- Strong problem-solving skills. Comfortable using systems and technology to diagnose issues and find solutions.
- Ability to work effectively in teams and independently with minimum supervision
- Ability to meet deadlines

## **SUPERVISORY RESPONSIBILITIES:**

- None

**WORK ENVIRONMENT:**

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

**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 of relevant experience. Legal or paralegal experience or training a plus.
- 1-2 years experience coordinating collaborative teamwork on deadlines
- Proficient in data analysis, able to create and use excel spreadsheets, including pivot tables preferred

**ADDITIONAL REQUIREMENTS:**

**Background Checks**

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

- Level II background check
- Drug test
- E-verify
- Educational verification

Reasonable accommodation will be made for otherwise qualified individual with a disability.