



Position Description

Job Title: Contract Manager
Department: Programs
Reports To: Senior Program Manager
Supervises: Not applicable/none
FLSA Status: Exempt
Pay Grade: 15

Summary: The Contract Manager is responsible for administering and monitoring contracts for various programs and services throughout Miami-Dade County and funded by The Children's Trust. This position may require occasional non-traditional work hours (weekends and evenings).

The following duties are illustrative for this position: **assist with the development and management of the bid solicitation process; negotiate contracts and their budgets; manage the process of executing contracts; monitor funded programs and services; participate in meetings and professional development activities; manage contract amendments and revisions; and manage contract compliance.**

Essential Duties: Tasks and Responsibilities include the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, and other duties may be assigned as needed

- **Participate in the development and management of the bid solicitation process:** Assist with the bid solicitation development activities; review proposals; may serve as a team lead; read and rate proposals including participating with debriefings; preparing rating documents; make proposal recommendations and participate in appeals process.
- **Negotiate contracts:** Collect and review required contract and budget documents; prepare and send pre-negotiation guide; review submitted documents; schedule and conduct negotiation meetings; approve and finalize documents.
- **Manage the process of executing contracts:** Review/edit submitted contract documents; and ensure proper routing of contractual documents.
- **Monitor contract progress:** Develop and use monitoring plans and tools; perform desk reviews; schedule monitoring visits to monitor program activities including review of provider compliance documents; complete monitoring report and action plan; submit report; review and monitor response.
- **Participate in meetings and professional development activities:** Participate in agency administrative meetings; attend board related meetings; participate in internal organizational projects/workgroups; represent The Trust in external meetings; attend trainings and conferences as assigned.
- **Manage contract amendments and revisions:** negotiate and finalize contract revisions and amendments; approve and finalize amended contracts and or budgets, scopes of work; ensure completion and execution of amendment.
- **Oversee contract compliance:** Approve and process site changes; manage and analyze data; maintain contract files; investigate complaints; review documents and

follow up on incident reports; complete performance reviews; conduct informal site visits; provide ongoing technical assistance; and respond to special requests from management as needed.

Additional Expectations:

- Maintain an annual work calendar of provider milestone contract dates, events, and visits.
- Demonstrate knowledge of standard practices in the fields of nonprofit management, local government, public procurement, contract administration, budgeting, monitoring and/or evaluation.
- Demonstrate knowledge of best practices in quality assurance and/or continuous quality improvement and the appropriate programmatic area of assignment related to child/youth/family services.
- Provide project management skills to effectively plan and prioritize work assignments, as well as to work efficiently on several projects simultaneously, both independently and within a team.

Qualifications: To perform this role successfully, an individual must be able to perform each essential duty satisfactorily. Bachelor's degree from an accredited four-year college or university with major course work in public administration; social services or other field closely related to area of assignment with three (3) years' experience initiating, managing, coordinating contracts in a social services/non-profit or government environment or other similarly relevant professional work experience. Project management and or business analyst experiences in data driven work environments is preferred.

General Knowledge and Skills:

Time management; project management; critical thinking and analytical skills; computer skills (Microsoft Office Suite); stress management skills; math and problem-solving skills; bi-lingual (Spanish/English and or Creole/English) desired.

Employee Behavior:

Culturally sensitive and literate; respectful; team player; organized; detail oriented; resourceful; able to work in an open office environment; people/customer service oriented; able to work in a team or group setting; able to keep abreast of current professional practices.

Tools, Equipment, Supplies and Materials:

Considerable knowledge of modern office practices, systems and equipment: computer, printer, copier, fax and scanner; audio visual equipment, teleconferencing equipment.

Other Requirements:

Valid Florida driver's license with appropriate automobile insurance for occasional travel to off-site community meetings and or provider sites.

Employee Name _____ Date _____

Signature _____

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.