

Contract Services Officer (Contract Specialist) (4024-12)

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

11 Paid Holidays, Immediately Begin Accruing Paid Vacation and Sick Time, Earned Personal Days, and Paid Parental Leave. Ohio Public Employee Retirement System which includes 14% Employer Contribution AND a defined benefit option.

Highly Competitive and Comprehensive Benefits Package: Medical, HRA, Dental, Vision, Employer-Paid Life Insurance, Long-Term Disability, Tuition Reimbursement, Public Service Loan Forgiveness Eligibility, Free On-Site Parking, Wellness Incentives, robust Employee Assistance Program, access to Free Medical and Rx through Marathon Health, plus expansive Behavioral and Mental Health Resources, and More!

DEADLINE TO APPLY: June 25, 2024

WORK LOCATION:

Job & Family Services
222 E. Central Parkway
Cincinnati, OH 45202

WORK HOURS:

(Potential for Hybrid Remote Work Schedule)

ANNUAL SALARY: \$60,008 annually

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment.](#)" Convictions from this list may disqualify a candidate for employment with HCJFS.

Applicants for Children's Services positions cannot provide foster care for children in the custody of Hamilton County.

REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):

- Bachelor's Degree in public or business administration or a related field from an accredited college or university; AND
- One (1) year of experience directly related to contracts management which evidences an advanced knowledge of government contracting compliance, terms and practices, and intellectual property protection issues.

AGENCY-PREFERRED QUALIFICATIONS:

- Two (2) years of experience directly related to contracts management which evidences an advanced knowledge of government contracting compliance, terms and practices, and intellectual property protection issues; or equivalent.

JOB DUTIES (SUMMARY):

- Coordinates and performs a variety of contract management activities. Acts as liaison between agency and contractors/vendors in development, analysis, and monitoring of contracts (e.g., negotiates contracts; specifies terms for renewal, termination, and measurable performance indicators; works with manager/prosecutor's office to ensure legality and effective contract language; oversees service level agreements (SLAs); and other activities as required.)
- Develops and implements contract compliance procedures; monitors accountability and data collection from contract agencies to adhere to federal, state, local, and Board requirements; monitors contracts for compliance, and completes required reporting per established procedures.
- Collaborates with staff in the planning and development of contracts, budgeting, and monitoring payments; provides technical assistance to program staff, vendors/providers, auditors, and other stakeholders to ensure agency services and goods are procured and managed in compliance with federal, state, and local laws, rules and regulations; reviews data and reporting to assure adherence to contract quality assurance requirements; facilitates development and adherence to department processes and procedures related to purchased services and goods; and identifies and coordinates funding sources for services provided by contract agencies.
- Work with Contract Services Director, Contract Services Managers, and other agency staff with facilitation and completion of contract service activities (e.g., analysis of contract financial documents, financial planning in regard to contract needs, procurement activities, analysis and review of purchased services and goods and their utilization, monitoring of contract spending, financial and programmatic monitoring of contracts, administration and monitoring of contract encumbrances and purchase orders). Will act as lead worker in completion of contract monitoring activities (i.e., operations meetings, site visits and compliance reviews).
- Coordinates, facilitates and oversees required procurements and procurement activities, (i.e., develops scope of RFP, time frames, and specific criteria for submission, identifies services and costs, and develops the framework for evaluation of proposals); enforces contract services policies and procedures according to federal, state, and local laws, rules and regulations, Board policies and procedures, and SLAs.
- Prepares required reports, studies and/or correspondence related to contract fiscal activities and operations; maintains records; develops and implements special projects as assigned; performs various fiscal related tasks.
- Participates in budget and strategic planning for the Department as it relates to the utilization of contracted services and goods.

- Travels and gains access to a variety of facilities in personal or county vehicle in a safe, efficient, and effective manner in accordance with the established procedures.
- Attends conferences and training.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: (*Indicates can be developed after employment)

Knowledge of: Contract and procurement procedures, * agency, local, state and federal laws, rules and regulations regarding purchased services and goods, rules regulations and/or procedures governing delivery of social service programs specific to HCJFS, policy & program planning and analysis; accounting, finance and budgeting; public relations;

Skill In: Critical thinking and creative problem solving, written communication (e.g., English composition and grammar, technical writing, business communication); effective oral communication; interviewing; proficiency with all Microsoft software programs.

Ability to: Analyze and define problems, collect data, establish facts and draw valid conclusions regarding fiscal and contract management activities; proofread technical materials, recognize errors and make corrections; analyze information and prepare written reports and deliver verbal communications for specialized audiences; establish good rapport and working relationships with peers, managers, and business partners; and effectively collaborate on team projects with managers, peers, program staff and service providers.

ESSENTIAL JOB FACTORS:

- Must undergo a background check via the Ohio Bureau of Criminal Identification and Investigation (BCI). Must have a car, valid driver's license issued by the state of residency and required auto liability insurance.

PHYSICAL and/or MENTAL REQUIREMENTS:

- Working at a computer extensively for eight (8) hours or more per day
- Remain in a stationary position for extended periods of time.

POSITIONS SUPERVISED:

- None

HAZARDOUS and/or WORKING CONDITIONS:

- None

BACKGROUND CHECKS REQUIRED:

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

- State Automated Child Welfare Information System (SACWIS)
- State Child/Abuse Neglect Central Registry Check for any state in which the applicant resided within the last five years
- Ohio Bureau of Criminal Identification Investigation (BCI)
- FBI
- National Sex Offender Public website (WWW.NSOPW.Gov) Code 5101:2-5-09 must be conducted for each prospective employee