

VACANCY ANNOUNCEMENT

Job Title: Contract Technician	Department: Contracts
Opening Date: January 15, 2010	Closing Date: Until filled
FLSA Status: Regular Full-Time/ Non-Exempt	Salary Range: Minimum \$ 12.32 Hourly/ \$25,625 Annually (H)

SUMMARY: Performs duties in the area of contract development including preparing and reviewing contract material, verifying billings, preparing reports, maintaining accurate records and accounting of current contractors and vendor lists.

ESSENTIAL DUTIES and RESPONSIBILITIES: The essential functions of a position should not be interpreted as all-inclusive. The employee may be required to perform or assume additional job-related responsibilities other than those stated in this job description. Typical duties include:

- A. Maintain current list of agency vendors and contractors which is shared via the intranet with Board and Contractor Staff; and establish an electronic database system to support electronic and formal written communication to existing contractors and vendors.
- B. Develop and prepare independent and interagency contracts, amendments, memos, and budget revisions. Perform complex and confidential functions including developing and typing written correspondence; responds to routine external correspondence (memos, purchase requisitions, payments requests and other departmental forms and documents).
- C. Conduct technical review of contract and related amendments; verify contract data meets legal and fiscal requirements as established by law.
- D. Assist in producing and publishing analytical summaries, reports, and recommendations on provider performance for consideration of contract renewal or termination through a variety of mediums.
- E. Assist with contract billing processes and eligibility review; notify the appropriate officials of errors requiring corrections; process billing and budget problem resolution; and train others.
- F. Provide routine policy guidance to contractor staff and obtain policy clarification from external sources.
- G. Maintain accurate record of expenditures and/or audit reports as necessary by contract for the agency, compile and present reports as necessary.
- H. Publish appropriate contract and procurement related items via the web on a rotating schedule as current procurements are developed for publication; put up and take down appropriate materials according to individual life-span and internal calendars; assist in procurement form preparation and maintenance of bidders list as necessary.

SUPERVISORY RESPONSIBILITIES: This position is responsible to the Senior Contracts Manager. Work is performed under moderate supervision and supports a wide array of complex executive level administrative functions.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE. Graduation from an accredited high school or successful completion of a GED certification, plus two (2) years full-time experience in positions that provide a thorough knowledge of clerical administration and procedures; and modern business management practices.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulation; and the ability to write reports, business correspondence, and procedure manuals; ability to understand and follow directions, and interpret pertinent policies and procedures clearly and accurately; and the ability to present information; respond to questions; and interface through written and electronic mediums.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret graphs, spreadsheets, and graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; and to effectively problem solve.

OTHER SKILLS and ABILITIES: Knowledge of general office administration; office protocol; regulations regarding the acquisition and inventorying of equipment, furniture, and other assets as needed; equipment operation and maintenance; use and maintenance of computer systems; organization and accurate record-keeping.

PHYSICAL DEMANDS: The physical demands described here represent of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

To apply: Fax (214-745-1110) or mail letter of application and resume to Workforce Solutions Greater Dallas, ATTN: H.R. Department, 1201 Main Street, Suite 2700, Dallas, TX 75202. You may also apply via www.workintexas.com. Applicants who are invited to interview for the position will be required to also complete an employment application. Information contained in resumes and letters of application is subject to verification by Workforce Solutions. Workforce Solutions is an EEO/AA/Drug Free Workplace Employer and complies fully with the Americans with Disabilities Act (ADA). Auxiliary aids and services are available upon request to individuals with disabilities.