

VACANCY ANNOUNCEMENT

Job Title: Contract Administrator

Opening Date: September 2023– Closing Date Until Filled
Department: Contracts
Job Code: Professional
FLSA Status: Full-Time / Monday – Friday; 8:00 am – 5:00 pm / Exempt

SUMMARY: Directly responsible for planning and management of workforce contracts. Performs duties related to assessment of the quality, effectiveness, and delivery coordination of services contracted by Workforce Solutions, including other special projects in Dallas County. Performs contract management work involving developing, managing, and evaluating a broad range of contracts.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This job description is intended to identify the essential functions of a position and 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.

- A. Develops contracts, contract renewals, and amendments, including the statement of work, budget, contract deliverables, and performance outcomes.
- B. Conducts and/or assists with the coordination of procurement leading to contract negotiations and contract development.
- C. Manages an effective contract management system, including process mapping to develop procedures that ensure efficiency, quality, and integrity.
- D. Analyze significant and/or unique contract requirements, special provisions, terms and conditions to ensure compliance with appropriate federal and state laws, rules/regulations, and/or policies and procedures.
- E. Administers implementation of the workforce system program plan through contracted services, based upon grant requirements and other Board, state, federal and/or funding guidelines.
- F. Monitors, coordinates, and assesses workforce system program activities to ensure program compliance and accountability.
- G. Maintains current knowledge of WFSDallas operations, federal and state regulations, directives, and policy guidance necessary to provide technical assistance and recommend updates to solicitations, contract boilerplate language, and other contract-related documents.
- H. Conducts desk reviews of certain criteria, invoices, fiscal data, and determinations for compliance with contract goals, deliverables, planned activities, outcomes and expenditure levels.
- I. Monitors contract performance by examining billings, fiscal data, and eligibility determinations for compliance with terms of contract and policies and recommends cancellation of contracts when deviations occur.
- J. Analyzes program performance, expenditure levels, and fiscal data to ensure outcomes are achieved

and project for future program/fiscal performance.

- K. Communicate on an ongoing basis with Subrecipients, Contractors, Vendors and internal staff about contractual issues, performance, challenges, and best practices.

SUPERVISORY RESPONSIBILITIES: This position may have supervisory responsibilities. The Contract Administrator is responsible to the Vice President and works within established Workforce Solutions, State, Federal and local guidelines and regulations. Work is performed under general supervision and guidance and is subject to prior assignment and review.

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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's Degree from four-year university or college in Business, Public Administration, the Social Sciences, Social Work, Sociology, or a related field is generally preferred. Experience and education may be substituted for one another.

Four to six years full-time experience in a role with experience in employment, education, or training programs statistics, planning and program evaluation, public administration, contracting or other closely related field. Experience in fiscal and administrative management procedures; knowledge and ability to interpret local, state, and federal guidelines for; and experience in analyzing program results and implementing corrective actions. Knowledgeable of federal and state programs: WIOA, TANF, SNAP, Childcare Services, Wagner Peyser Employment Services, and others.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively create written reports, business correspondence, and procedural manuals are essential. Interpersonal, relationship, communication, organizational, and promotional skills are a necessity. Ability to effectively deliver presentations to management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plain and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to demonstrate professionalism by approaching others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibilities for own actions; and follows through with commitments. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Knowledge of principles and practices of relevant Federal, State, and local laws, rules and regulations; evaluation techniques and procedures; labor market functioning, local economic and social conditions, and the legal and administrative functioning of local educational, training, private industry, and social service organizations. Ability to interpret and make decisions in accordance with existing laws, rules, and regulations; handle delicate and controversial negotiations and still maintain effective working

relationships with parties to the negotiations; communicate at a highly professional level in both oral and written forms; prepare complex documents, manage time and organize work to meet agency and legal deadlines; computer skills in various software programs for the production of spreadsheets and correspondence.

PHYSICAL DEMANDS: The physical demands described here are representative of those that 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 frequently is required to walk. 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.

TRAVEL: Due to the nature of job, travel will be required approximately 10-20% of work time. Must possess own method of transportation.

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: email (bstein@wfsdallas.com) a letter of application, resume and salary requirement. You may also apply via www.workintexas.com Job # 16180818 and/or <https://www.linkedin.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 Greater Dallas. Workforce Solutions Greater Dallas 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.