



Position Vacancy Announcement

Today's Date: 8/12/2016

Posting #: 8453

Job Title: Manager (Contracting & Compliance Reporting)

Location: Asst Director/Comptroller's Office

Starting Range: \$62,000-\$80,600

Status: Regular, Full-time

FLSA: MAPS-Exempt

Position Overview:

This position directs and coordinates the development, implementation, review and analysis, and approval of contracts between the Mayor's Office of Employment Development (MOED) and others. It also manages the process of reviewing payment requests and authorizing payments. Work involves oversight of the entire contract life cycle process and management of the Contracting unit staff.

Essential Duties:

- Creates written agreements with vendors and subcontractors for the procurement and/or delivery of goods and services and ensures that they are properly reviewed and approved;
- Actively participates in the Request for Proposal process;
- Monitors vendors'/subcontractors' compliance with the terms and conditions outlined in contractual agreements with MOED. Monitoring includes desk reviews and on-site visits. Initiates appropriate corrective actions when warranted;
- Serves as the principal liaison with other city agencies (ex. Legal, Auditing, Board of Estimates, Procurement, MBE, etc.) on contractual and procurement-related matters;
- Presents requests to the Board of Estimates for review and approval and effectively responds to requests for clarification;
- Supervises and directs the work of Contracting Department staff members and evaluates their progress and performance;
- Reviews and approves invoices from vendors and subcontractors and initiates related payments by the city.

Key Attributes:

- Good working knowledge of Baltimore City's Procurement procedures and policies.
- Advanced knowledge (both general and working) of contract law and related city, state and federal laws and regulations
- Basic knowledge of the principles of grants management.
- Excellent project management skills.
- Good working knowledge of MS Office products (Word, Excel, and PowerPoint).
- Strong research and evaluation skills.
- Possesses good financial management skills
- Ability to establish and maintain effective working relationships.
- Ability to make sound business decisions in a timely fashion.
- Ability to effectively manage a departmental budget.
- Ability to communicate clearly and effectively, both orally and in writing

Required Education & Experience:

- A Bachelor's degree in Business, Accounting, Public Administration or related field and five years of relevant experience in contracting, procurement, accounting or related environment. Three of these years must have been in a supervisory capacity. A Master's degree in related field may substitute for some portions of required experience.
- Or, any equivalent combination of acceptable education and experience.

Special Requirements:

- Successfully complete a Criminal Background Investigation
- Must complete an annual financial/ethics disclosure.

MOED Employees receive priority consideration for open positions and must within 5 days of positing.

All other qualified applicants should submit a resume to the MOED Human Resources Department,
417 E. Fayette Street, Suite 466, Baltimore, MD, 21202; via fax: (410)-752-6625, or (410) 396-8132, or via email:
resumes@oedworks.com.

Please place job title and posting number in the subject line.

MOED is an Equal Opportunity Employer: EOE/AA/M/F/D/V