



Contracts Specialist **Job Posting Announcement**

Posting Date: 10/15/2020

Posting Number: 1254857

Classification: Professional Services

Functional Job Title: Contracts Specialist

FLSA/Bargaining Unit: Exempt/MAPS

Grade/Salary Range: 923 (\$63,725- \$82,964)

Location: 417 E. Fayette Street Suite 468, Baltimore MD 21202

Status: Temporary Position (not to exceed 2 years)

About City of Baltimore, Mayor's Office of Employment Development:

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Position Overview:

This is a contract drafting, monitoring and administrative services work at the full professional level. As a member of the Contracts team, the individual will assist in the contract negotiation process with suppliers, vendors, service providers and subcontractors on behalf of the agency and its respective customer base. Serve as principal liaison in the Contracting and Compliance Unit to create written agency contracts and agreements for the procurement and/or delivery of goods and services within 60 days (for submission requests deemed, "Contract Ready" by the Contracting Unit). Monitor, track, and process monthly invoice reimbursement requests for all assigned Agreements; ensuring accuracy, compliance of contract terms, and that expenditures are allowable, reasonable, and fully supported. Provide training and/or technical assistance to (internal and external) parties on the process of preparing contracts for BOE approval and the procedures for submitting supplemental documentation to better manage expectations of "Contract Readiness" and provide a reasonable timeframe for BOE approval.

Essential Duties and Responsibilities:

- Conduct technical review of project plans, budgets and supplemental materials for completeness and accuracy to ensure alignment with Requests for Proposals (RFP) requirements and to conclude Contract Readiness within 3 business days of receipt.
- Prepare and distribute written feedback (within 3-5 days of completing technical review) to Management and/or applicant whenever additional information or revisions are necessary (with a "return by" date) before the Contract Development process can begin.
- Transcribe Grant Awards and proposals into DRAFT MOUs, Individual Training Accounts, Subcontractor Agreements, or Customized Training Agreements, confirming all qualification documents meet procedural requirements (within 5-7 business days for all "Contract Ready" items).
- Manage the development process for all "Contract Ready" requests by recording and tracking all pending activity (weekly) into the Contract Assistant database until approved for full execution by the Board of Estimates (BOE).
- Establish and maintain relationships with internal staff and external stakeholders (Legal, Audits, Procurement and the Comptroller's office) to endorse preliminary approval of project plans, budgets, and to confirm all clauses/terms contained are consistent with current regulatory requirements (and other provisions) as dictated by the funding source.
- Process monthly invoice reimbursements for payment within 10 business days of receipt; verify supporting documentation is appropriate and accurate; calculate all line item expenditures for accuracy; verify participant

enrollment and/ or vendor has completed case notes prior to invoice submission. Track monthly expenditure amounts requested -vs- “actual” amounts approved for payment to determine accuracy and/or disallowed costs.

- Represent the Contracting Unit at WIOA Youth Quarterly Programmatic Monitoring’s led by management staff to address any questions or concerns with contract terms, budget or invoices.
- Perform periodic desk reviews of fiscal activity for assigned contracts (based on excessive calculation errors, unallowable reimbursement requests, underspending grant award, etc.); schedule and conduct annual Fiscal Monitoring Site Visits for assigned contracts to verify check/credit card payments have cleared the bank when compared to a random sampling of invoiced expenses; provide written correspondence with any finals and/or requests for corrective action plans.
- Complete Quarterly Status Reports of aggregate expenditures and projections for each assigned contract.
- Note any omissions, clarifications, or revisions required for the Project Plan Narrative
- Highlight any unallowable costs, math errors, specify revisions necessary to the Budget
- Request support documentation (when applicable) to justify request (e.g. lease agreement, list of leveraged resources, proof of adequate insurances, third party agreements, etc.)
- Provide the Manager of Contracting and Compliance Reporting with a written review of revisions, documentation requests, and “return by date” recommendation (contained in the established Contract Development Process Timeline)
- Track vendor’s response to requests and verify all documentation has been received and date “Contract Readiness” was determined.

Knowledge, Skills and Abilities:

- Application of analytical and evaluative methods and techniques
- Deliver clearly written Contracts, MOUs, and Agreements
- Oversight of the entire life cycle of a city, state, or federal Contract
- Identifies and manages competing and shifting priorities effectively
- Using accounting software/ systems to process invoices, payments, and reimbursements
- Deliver on commitments in a timely manner
- Communication and Negotiation Skills

Minimum Required Education and Experience:

- A bachelor's degree from an accredited college or university and three years of experience administering contracts in a city, state, or federal government agency.
- Equivalent combination of education and experience.

Interested applicants may apply via this [link](#).

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