

Contract Services Manager (Contract Manager) (3927-12)

DEADLINE TO APPLY: 4/3/2024

WORK LOCATION:

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

WORK HOURS:

(Potential for Hybrid Remote Work Schedule)

ANNUAL SALARY: \$72,925

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 related field of study from an accredited college or university;
- Two (2) years of experience directly related to contracts management; demonstrating an advanced knowledge of government contracting terms and practices, intellectual property protection issues and managing other personnel

JOB DUTIES (SUMMARY):

- Plans, manages, organizes, directs, and monitors Hamilton County Department of Job & Family Services Contract Services section activities. Develops and implements policies, procedures, and programs to meet the operational needs of the agency. Reviews, analyzes, and modifies contracting systems to ensure best business practices. Implements the agency's purchase of services and goods to meet programmatic, legislative, funding, and client need requirements. Manages contract negotiations, development, and performance monitoring activities. Ensures agency compliance to changing federal, state, county regulations to avoid audit exceptions. Assists providers and agency staff in developing program budgets, conducts fiscal analysis to assess service efficiency, recommends budget allocations to senior administrative staff for purchase of service needs. Communicates with state and county senior administrative staff. Directs and manages contract/finance/program staff and provides functional supervision to contract staff. Supervises consultant staff as needed to administer county and statewide projects. Establishes unit and agency contracting procedures, monitors daily work activities, recommends personnel actions, conducts interviews for vacancies, recommends employee candidates, completes performance evaluations for subordinates, implements corrective actions, establishes goals and objectives, delineates performance standards and provides technical assistance and training for unit employees
- Conducts, leads, and attends meetings; acts as liaison with public officials, private agencies, media professionals, and the general public; explains policies and programs; serves as an internal/external consultant, resource person, contracting policy expert; documents and responds to complaints and inquiries.

- Manages, analyzes, and/or develops reports to monitor fiscal and program effectiveness of contract services; develops, implements, and modifies evaluation methodologies to monitor contract compliance, interfaces with Information Systems to develop, implement, and coordinate computer support systems for employees and contract providers; teaches employees to utilize relevant computer software to generate contract service information, coordinates purchasing with fiscal and program staff to ensure efficient procurement and payment processing; collaborates with many other departments to integrate performance methodologies into agency contract services. Makes hiring, suspension, termination, and promotion recommendations for contracting staff.
- 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, budgeting, bookkeeping, public accounting, management, state and/or federal statutes, rules regulations and/or procedures governing delivery of social service programs specific to HCJFS, work force planning, supervision, agency policies and procedures* administrative regulations, agency, state & federal statutes, rules and regulations & procedures governing contract and procurement activities, written communication (e.g., English composition and grammar, technical writing, business communication); effective oral communication; interviewing; public budgeting; government structure and process; office practices and procedures; department policies and procedures* .
- **Skill In:** management.
- **Ability to:** define problems, collect data, establish facts and draw valid conclusions regarding fiscal and contract management activities, prepare & edit technical fiscal and contract materials, establish good rapport and cooperate on group projects with peers program area staff and service providers; calculate fractions, decimals, and percentages; prepare and maintain accurate documentation; handle documents of a sensitive or confidential nature; gather, collate and classify information about data, people, and/or things; interpret instructions in written, oral, picture or schedule forms; apply accounting principles to solve practical everyday problems; interpret technical material in books, manuals, and journals; develop and maintain effective working relationship with associates, officials and general public.

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.

POSITIONS SUPERVISED:

- Contract Services Officers

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