CONTRACT COMPLIANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for administrative oversight of a unit which monitors and evaluates contract and vendor compliance for agencies which have entered into contractual agreements to provide goods or services in connection with human services programs administered by the Department of Family Services. The incumbent will meet directly with vendors and will oversee a staff performing similar types of duties. Work is performed under general direction of the Senior Fiscal Administrative Officer and in accordance with prescribed standards for contract compliance. Leeway is allowed for independently performing most of the duties of the position. Coordination and some supervision are exercised over other staff assigned to perform contract compliance activities.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Coordinates the performance of on site monitoring and evaluation of human services programs and services under contract with the Department of Family Services;

Coordinates the provision of consultation and technical support to departmental contracted agencies;

Assists in the formulation of policies and procedures for administering contract management functions;

Coordinates with other departmental managers and administration in determining areas of operation and gaps in services that may be conducive to contracting out;

Makes recommendations for changes in policies regarding contracted Family Services programs and supporting documentation, including, but not limited to, reviews, reports and evaluations;

Coordinates the development and management of contracts with vendors and service providers;

Assists in the resolution of matters involving the administration of contracts and outcome performance measures;

Coordinates the development and maintenance of proposal review procedures for prospective service providers;

Assists in the development of human services plans;

Prepares specifications or contracts relating to goods and services provided through vendors;

Works with the Senior Fiscal Administrative Officer to assign work, conduct performance evaluations and coordinate activities of staff assigned to perform contract compliance and related functions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the service requirements to be included in vendor contracts; thorough knowledge of the general legal framework involved in the purchase of services, including writing contract specifications, bidding and administration of contract language; good knowledge in monitoring and evaluating contract performance against prescribed standards; good knowledge in administering contracts pertaining to goods or services used by departmental programs; working knowledge of market conditions relating to the value and performance standards for services provided to human services agencies; ability to present ideas clearly both orally and in writing; integrity and good judgment; and resourcefulness.

MINIMUM QUALIFICATIONS: Either

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant a Bachelor's Degree or higher and five (5) years of acceptable contract compliance or administrative experience; or

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant an Associate's Degree or successful completion of sixty (60) credit hours of coursework and seven (7) years of experience as described in (A) above; or

(C) An equivalent combination of training and experience as described in (A) and (B) above.

Note: Acceptable administrative experience means that the experience involved the substantial performance of traditional management functions such as planning, organizing, directing staff, supervising staff, intra-office and/or inter-office coordination of activities, budget preparation and maintenance, data analysis and forecasting, or similar functions.