

## DIVISION CONTRACT COMPLIANCE OFFICER

447-C

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for administrative oversight of the Division of Health and Family Services, 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 County. The incumbent will meet directly with vendors and will oversee a staff performing similar types of duties. Work is performed under general direction in accordance with prescribed standards for contract compliance. Supervision is exercised over other staff assigned to perform contract compliance activities. Leeway is allowed for independently performing most of the duties of the position.

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.*

Supervises the performance of on site monitoring and evaluation of human services programs and services under contract with the County;

Supervises the provision of consultation and technical support to contracted human services agencies;

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

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

Supervises 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;

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

Assists in the development of human services plans;

May assist in the preparation of specifications or contracts relating to goods and services provided through vendors;

Assigns work, conducts performance evaluations and supervises staff assigned to perform contract compliance functions;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Thorough knowledge of the service requirements to be included in vendor contracts; good knowledge of the general legal framework that controls in contractual relationships, including writing contract specifications, bidding and administration of contract language; good knowledge of market conditions relating to the value and performance standards for services provided to human services agencies; ability to prepare specifications and administer contracts pertaining to goods or services used by human services programs; ability to plan and supervise the work of others; ability to monitor and evaluate contract performance against prescribed standards; ability to operate a personal computer and utilize common office software programs to prepare accurate records and reports; and ability to present ideas clearly both orally and in writing.

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.*