



CONTRACT SPECIALIST

DEFINITION: Under the supervision of the Director of Contract Administration, administers service contracts.

I. MAJOR DUTIES

A. Contract Administration

1. Manage assigned contracts through monthly programmatic and financial reports and/or billings, and financial and/or unit rate analyses
2. Conduct assessments of assigned contracts according to agency policy; write assessments in a timely manner
3. Conduct monthly billing activities, including reviewing and correcting bills from service providers; mail proper documentation to service providers; prepare monthly billings for services for submittal to funding sources
4. Monitor financial status of contracts and work with the Director of Contract Administration and service providers regarding expenditure rates and funding needs
5. Assist in the preparation of requests for proposals and contract renewal documents
6. Review proposals and contract renewals; provide staff assistance to proposal review committees; assist in negotiating contracts
7. Prepare contracts and contract amendments for assigned contracts
8. Recommend to the Director of Contract Administration agency policies and procedures for service providers; implement agency policies and procedures
9. Monitor service provision rates

B. Technical Assistance and Training

1. Identify technical assistance and training needs of service providers
2. Provide technical assistance and training for service providers
3. Assist the Director of Contract Administration in conducting regular meetings with service providers
4. Attend regular meetings with providers to facilitate cross agency communications

II. OTHER DUTIES

A. Program Planning, Development and Implementation

1. Participate in the development and implementation of the Area Plan
2. Assist in developing materials for programs, such as forms, program descriptions and information documents
3. Identify service needs of providers and residents in Maricopa County

B. Advocacy and Community Relations

1. Participate in public meetings and hearings
2. Participate in committees and community groups
3. Provide staff support to Board/Advisory Council committees
4. Respond to concerns and complaints of clients, service providers and the public

- C. Specific Contract Specialist Duties
- D. Perform other duties as assigned
- E. Perform in a manner that is supportive to the cultural needs of the population(s) served by the program or service

III. QUALIFICATIONS

Minimum Bachelor's degree in social work or public administration or closely related field required; five years combined administrative and direct service delivery experience with aging programs, home and community based services and contract administration; financial experience preferred; must have a Level One Fingerprint Clearance Card; must have a valid State of Arizona driver's license and current auto insurance; travel throughout Maricopa County required.

The Area Agency on Aging, Region One is an equal opportunity provider and employer. It does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran.