

## PROGRAM COORDINATOR (DSS - CONTRACTS)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Manager – Fiscal Operations, an incumbent plans, coordinates and manages the contract development, approval and accounting function for all contracts for the Department of Social Services. Responsibilities include monitoring contract compliance with Federal, State, and County regulations and supervising and/or preparing bid specifications and Requests for Proposals. In addition, incumbents coordinate and oversee the accounting and budget information for all contracts. Extensive contacts are maintained with the Board of Acquisition and Contract, the Law Department, programmatic specialist, vendors and others involved in the contract process. Supervision is exercised over a number of professional and clerical staff; does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Coordinates and manages bid development, advertising, award and administration processes for all contracts specific to Social Service programs;

Consults with appropriate department/division heads to determine service needs; availability and appropriate utilization of contract services; expiration dates and renewal needs if any and subsequently compiles, publicizes and issues specifications and contracts for the acquisition of contractor services;

Develops, with the exception of any necessary legal work, and implements contracts for services by ensuring the best terms, fastest process, appropriate implementation, and compliance to agreed terms and conditions;

Analyzes terms and conditions of current and proposed contracts to ensure that obtained services meet specifications;

Oversees the development and preparation of bid specifications and/or RFP's to ensure adherence to procedural and regulatory guidelines;

Recommends and implements uniform guidelines and procedures for departmental contract compliance in order to assess and evaluate the effectiveness of specified contracts and their provisions;

Investigates deviations from terms and conditions of contracts and makes recommendations for contract amendments or compliance to better meet the needs or interests of the Department of Social Services;

Ensures administrative approval and budgetary appropriation for requested contract services and recommends method of payment for services provided;

Confers with the Law Department and the Board of Acquisition and Contract on matters requiring legal interpretation and authorization of contracts;

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the procedures involved in the development and management of contracts (exclusive of labor contracts); good knowledge of the principles and techniques used in the acquisition of a variety of services; good knowledge of acceptable business practices in dealing with vendors and contract agencies; ability to negotiate contract terms and agreements; ability to communicate effectively both orally and in writing; ability to prepare and maintain financial and program records; ability to establish and maintain effective working relationships with salespersons, vendors, representatives of contract agencies and County officials; ability to prepare and/or present factual reports in a clear, concise and effective manner; ability to supervise and coordinate the work of subordinate staff; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; good judgment; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree\* and four years experience where the primary function of the position was in either fiscal management, contract development, or as a buyer or purchasing agent of diversified materials or equipment for a large company or governmental organization, including or supplemented by two years of contract development experience at an administrative level.

SUBSTITUTION: A Master's Degree\* in Public Administration, Business Administration or a related field may be substituted for one year of the above experience, exclusive of the specialized experience. A Juris Doctorate Degree\* may be substituted for two years of the above experience, exclusive of the specialized experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.