Job Description

Job Title: Contracts and Policy Officer

Reports to: This staff person reports to the Vice President of Operations All staff positions ultimately report to the President.

Salary: $40,000-$48,000 Type of Position: FT / 40 hours per week / Exempt

MAJOR FUNCTION

Plans, organizes and conducts administration activities to ensure the contracting and policy system are responsive to mission needs and requirements, and ensures compliance with statutory and regulatory requirements. Researches, identifies workforce development programs, services, trends and resources that ensure that the organization has the opportunity to use best practices and innovation to serve employers and job seeking customer.

MAIN ACTIVITIES

1 Coordinates with other departmental staff and provides contractual guidance to accomplish advance planning and ensure the adequacy and correctness of contracting methods and contract types, lead-time, statements of work, specifications, funding, etc.

2 Analyzes significant and/or unique contract requirements, special provisions, terms and conditions to ensure compliance with appropriate laws, regulations and corporate policies and procedures. Identifies exceptions or changes that may be required in standard contract and solicitation provisions to accommodate unique circumstances and recommends revisions.

3 Leads all activities in the development, issuance and award of a wide variety of routine and non-routine solicitation instruments such as formal Requests for Proposals, Requests for Information/Bids/Quotes and other miscellaneous solicitations related to the selection of service providers and vendors including specifications and rating criteria. Contract activity may require development of specialized contract vehicles and techniques to accomplish the goals and objectives of the procurement. Conducts bidders' conferences when applicable.

4 Facilitates and oversees the proposal rating process, reconciles questions, prepares all documents associated with the evaluation, conducts reference checks as required, prepares recommendations for approval, and issues award documents. Assists with post-award contract disputes and responds to inquiries. Works with the finance department to ensure completion of necessary cost/price analyses and Dun & Bradstreet inquiries as required. Prepares for contract negotiations and in conjunction with the President serves as lead member of the negotiation team; including establishing BATNA (Best Alternative to a Negotiated Agreement) for CareerSource Brevard (CSB).

5 Analyzes statutory, regulatory, and policy issuances from major funding sources and recommends locally sensitive policy guidance in consultation with other departmental staff. This includes full responsibility for writing, managing, controlling and distributing policies to contractors and staff.

6 Reviews justifications for sole source and other limited procurement requests and prepares sole-source documentation as needed. Prepares and administers a wide variety of service provider contracts, vendor agreements, and memorandums of understanding including modifications and maintains contract records and files documenting contract performance and compliance. Perform contract close-out activities.

7 Ensures that all planning requirements are met including writing and revising long-range, comprehensive and short-range strategic plans as requested by funding sources or as determined as necessary by President and/or Vice Presidents. This includes preparing position papers, concept papers and other documents necessary to ensure that staff, board members and contractors understand and implement programs and services to meet grant requirements and customer needs.

8 Reviews or prepares property lease agreements, equipment leases, software agreements and other contractual documents as needed.

9 Assists departmental staff with contract interpretation and resolution of contract disputes and protests and acts as the liaison between CSB and service providers to provide contract interpretation to help resolve any contract issues.

10 Serves as staff support to assigned board committees.

11 Works with other staff to ensure appropriate desktop monitoring is conducted. Reviews monitoring and performance reports, issues programmatic corrective action notifications and reviews plans from contractors for adequacy, and oversees follow-up to ensure corrective action is implemented. Works with Finance Director on any financial issues for corrective action notifications and follow-up.

12 Provides or arranges for the provision of technical assistance, including interpretation of the contract, to service providers in order to implement program objectives.

13 Evaluates and provides recommendations regarding contractor(s) effectiveness and progress towards meeting customer needs and community goals. Supports the compilation, analysis and presentation of reports and statistics related to contract performance.

14 Recommends improvement of purchasing and contract compliance procedures, identifies problem areas, suggests procedures to better coordinate department activity and streamline processes.

15 Coordinates the submission of reports and other required documents in support of current agreements with funding agencies.

16	Coordinates and hosts meetings with contractors as needed to facilitate effective information exchange
17	Oversees and ensures the effectiveness and responsiveness to all programmatic monitoring including corrective action plans, monitoring schedules, participation by contractors and board staff.
18	Develops expertise in all programs, services, funding streams impacting workforce services and demonstrates an understanding of the each can work together to achieve results.
19	Production of charts, graphs and statistical information necessary to inform the public, board members and staff of performance of our organization's programs and services.
20	Provides oversight to several required federal and state process including Regional Targeted Occupations List, Eligible Training Providers List, and Key Industries List.
21	Provides oversight to sector strategies, industry councils and other industry relations functions as determined by the President or Vice Presidents.
22	Coordinates and manages special projects as needed or requested including assisting in the preparation of grant proposals.
23	Maintains current knowledge of applicable federal, state and local laws and regulations as well as industry best practices as they apply to programs administered by CSB. Serves as expert resource for assigned legislation and/or assigned target group. Tracks all legislative (Federal, State & Local) which impact workforce programs and services.
24	Attends educational training sessions and staff meetings to enhance skills and program development. Some overnight travel required. Represents Planning Department on OI Committee
25	Strives to achieve highest level of customer satisfaction, including internal customers, participants and contracted customers. Identifies opportunities and recommends actions for continuous improvement in all activities.
26	Local travel may be required.
27	Performs other duties as requested.

MINIMUM REQUIREMENTS

1	Minimum of three years of direct experience in development and administration of government and non-government funded contracts and subcontracts.
2	Minimum of three years of direct experience in development, execution and award of RFPs, ITNs and RFQs exceeding the small purchase threshold, including those requiring complex scope, special terms and conditions
3	Working knowledge of Federal Acquisition Regulations (FAR) terms, processes and principles.
4	Basic understanding of cost estimating and analysis of price proposals.
5	Working knowledge of all contract types, such as FFP, CPFF, CPAF, CPIF, etc.
6	Minimum of three years of experience in the writing, administration and analysis of policy.
7	Minimum of three years of managing at least two or more staff positions required
8	Previous experience in monitoring of programs & services and staffing board committees.
9	Must have the ability to work in a fast paced and diverse environment.
10	Strong MS Office skills which include ability to manage large word documents, excel spreadsheet and graphics.
11	Previous experience in analysis of data to assess performance which includes graphic, visual & verbal presentation of results
12	Previous Workforce Development Experience Preferred. Basic knowledge of the Workforce Innovation and Opportunity (WIOA) a plus.
13	Manage multiple priorities to ensure that deadlines are met.
14	Outstanding writing and verbal communications skills are required.
15	Ability to coordinate with internal and external partners.
16	Strong research skills preferred.

Education Requirements

1	Bachelor's degree in Business Administration, Public Administration, Human Services or a closely related field is preferred.
2	Persons with an Associates of Arts Degree with at least 7 years of progressively responsible experience in workforce services, government/non-government contracting, or related program may be considered.

BENEFITS

Full time employees are eligible for Full benefits after introductory periods with successful job performance.

SIGNATURE: PRINTED NAME:

Supervisor: TITLE: President

Date: