

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CONTRACT MONITOR **GRADE:** 14

TITLE ABBREVIATION: CONTRACT MONITOR **TITLE NO.:** 6191

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: VARIOUS **DIVISION:** ADMINISTRATIVE

SUPERVISOR'S TITLE VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: The work involves coordination of efforts to ensure the efficient functioning of contract management and grants as needed within various departments. The essential nature of the work is such that incumbents in this class are responsible for the monitoring of contracts and grants as needed for the department, and management of programs. Work is performed under the general supervision of the senior staff with latitude granted for the exercise of independent judgment in the determination of operating methods and controls. Supervision is exercised over the work of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Negotiates, monitors, and reviews agreements to ensure fiscal accountability and other contractual requirements;
2. Interprets and communicates the impact of federal, state, and local law upon policy and programs of the area of responsibility;
3. Evaluates contracted parties budgets and reports to determine fiscal impact of contract provisions on department budget;
4. Oversees, coordinates, and evaluates the operation of the Medical Transportation Unit;
5. Collects and analyzes related data, determines rate analysis factors, and prepares written reports;
6. Performs desk audits on contracted parties accounts, monitors program changes, and provides technical assistance to contractors and division heads to ensure continued contract compliance;
7. Maintains record retention of all agency, division or unit contracts in compliance with federal and state regulations;
8. Maintains cooperative relations as applicable to the Departments mission, with other divisions, units, contracted parties, and community groups, and municipalities to facilitate service delivery;

9. Coordinates with other County departments and outside agencies to obtain manage, report on and seek reimbursement of federal and state agency or other funding ;
10. May draft Legislative requests, track both approvals and related account creation as needed;
11. Maintains records and files of contract deliverables in coordination with the appropriate project team personnel.
12. Monitors contracts for period of performance dates and initiate renewal or procurement procedures in a timely manner.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of contract negotiation, **administration and management** skills and rate analysis; good knowledge of modern principles and practices of department programs; good knowledge of federal, state and local laws and regulations and other applicable program guidance; good knowledge of terms and conditions of existing agency contracts with outside providers and vendors; working knowledge of basic account keeping and record keeping practices; ability to compile and analyze basic contractual documentation; ability to perform basic arithmetic calculations; ability to supervise; ability to express ideas clearly and effectively orally and in writing; ability to gain the cooperation of others; ability to follow oral and written instructions; initiative; tact; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Bachelor's Degree or higher and one (1) year of full time paid experience which shall have included budget analysis and contract negotiating; OR
- (B) Completion of two (2) years (60 college credit hours) and three (3) years of full time paid experience as described in (A) above; OR
- (C) Graduation from high school or the possession of a high school equivalency diploma and five (5) years full time paid experience as described in (A) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of

acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS: Ability to fulfill travel requirements to field assignments.