



CAREER OPPORTUNITY

TITLE: Contract Coordinator
CLASS: Contract Coordinator
General Administration Albany
Regular Full-time (40 hrs/wk)

Job # 201816
Opens: 6/18/2018
Open until filled

Oregon Cascades West Council of Governments (OCWCOG) is a voluntary association of twenty cities, three counties, the Confederated Tribes of the Siletz Indians and a port district in the Linn, Benton, and Lincoln county region. OCWCOG is an exciting, multifaceted organization staffed by over 160 dedicated professionals in three OCWCOG office locations, and eleven Senior Meal sites. OCWCOG values its work and employees with great services, benefits, and careers. For Additional information about OCWCOG, General Administration and our Board of Directors, go to: www.ocwco.org.

GENERAL INFORMATION

This recruitment will remain open until filled. This recruitment may close at any time without advance notice at the discretion of the agency after a sufficient number of qualified candidates have applied. Screening will begin as early as **June 27, 2018**. We cannot guarantee that we will review applications received after this date.

This position is represented by the Service Employees International Union (SEIU) Union.

If you are offered employment, the offer will be contingent upon the outcome of a criminal records check, and the information will be shared with Human Resources. Any criminal history will be reviewed and could result in the withdrawal of the offer or termination of employment.

DUTIES AND RESPONSIBILITIES

Performs position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates openness of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

Acts as a liaison between programs and finance department.

- Assists program staff in developing grant applications, requests for proposals and contracts.
- Assists in developing and preparing departmental work plans and budget documents, as they relate to contracts and grants.
- Assists in monitoring contracts and preparing grant and contract quarterly and semi-annual reports.
- Assists program staff in researching non-traditional grant opportunities.
- Tracks match requirements for contracts and grants.
- Monitors and reviews contracts with outside agencies/organizations for services provided under state and federal contracts to ensure compliance with funding source requirements.
- Maintains established partnerships with State of Oregon Department of Human Services Contracts Payable Unit.

- Assists staff and grantees in complying with applicable statutes, regulations and grant or contract provisions.
- Monitors project expenditures and budget reports, as related to contracts and grants.
- Completes all monthly, quarterly, semi-annual and annual billing invoices for all agency contracts and grants.
- Codes, reviews, and tracks contract and grant expenses according to Generally Accepted Accounting Principles, Public Accounting Principles and agency policies and practices and agency's chart of accounts.
- Reviews and verifies with project manager and program staff, service contract payments.
- Assists contract close-out, maintains and collects in-kind volunteer data for report calculations.
- Reviews and updates templates, standardized procedures for contracts, budgets, reports and other office management systems, including hard copy and computerized records.
- Coordinates template changes at request of other agencies.
- Monitors contracts to ensure they are within funding allocations and deadlines.
- Ensures appropriate levels of insurance for contracts are maintained and up-to-date.
- Verifies accurate recording, balancing and classification of all income and expenditures to the proper accounts.
- Assists finance team with monthly, quarterly and annual back-up duties and month-end close.
- Must learn the agency's financial software application.

WORKING CONDITIONS

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position may require sitting for extended periods of time and performing computer data entry. Occasional travel to attend various meetings, throughout the three-county area is required.

TO QUALIFY

Your OCWCOG application form will be reviewed to verify that you meet the MINIMUM QUALIFICATIONS portion stated in this announcement. Complete ALL PARTS of the application and provide detailed work experience. If your application is incomplete or does not clearly show in detail the experience and/or training required, your application will not be accepted.

MINIMUM QUALIFICATIONS:

To receive credit, and proceed to the next step of the recruiting process, your application form must clearly show that you meet the following: Bachelor's degree in business or accounting, plus two (2) years' experience in the preparation, administration and monitoring of contracts; OR, any satisfactory equivalent combination of education, training and experience which demonstrates the knowledge, skills and abilities to perform the job.

LICENSES, CERTIFICATES, & OTHER REQUIREMENTS

Possess a valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

Must successfully complete a criminal background check.

STARTING SALARY and BENEFITS: \$21.16-\$23.31/hr., plus a generous benefit package including medical, dental, vision (Some Medical plans offered may have employee cost share), life, long-term disability insurance; generous paid leave; tax deferred plans; and fully paid retirement benefits.

REQUIREMENTS FOR APPLYING:

Submit signed application, supplemental questions, resume, and cover letter to Human Resources by the first screening date listed above describing your experience, training, and what it would mean to you professionally to have the opportunity to engage in this position. Applicants who best meet the minimum requirements for the position will be interviewed.

HOW TO APPLY:

Applications and detailed job description is available at www.ocwcog.org

If you qualify, submit signed application and required materials listed in the requirements for applying.

SUBMIT TO:

Oregon Cascades West Council of Governments
Human Resources Department
1400 Queen Ave SE, Suite 201
Albany, Oregon 97322

You may **E-MAIL** your application materials to us at hrrecruit@ocwcog.org. **In the subject line please include the position title and the posting number.** By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive confirmation of receipt only if you submit via e-mail.

FAX to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through the mail.

SUBMIT only the required materials. Reference letters or work examples should be kept for interviews. In addition, any application materials previously submitted for other positions will not be matched to this application by OCWCOG. It is the applicant's responsibility to submit all required documents every time.

If your OCWCOG application demonstrates that you meet the MINIMUM QUALIFICATIONS section of this announcement, you must answer the following supplemental questions.

Use a separate sheet (s) of paper. Limit your response to no more than one typed page per question. Write down any work experience (paid or unpaid) related to each question. Be sure that the jobs where you gained the experience described in your answers are listed in the work history portion of the OCWCOG application form. Attach the answer sheet (s) to your application. If there are several parts to a question, answer each part separately. Number your answers to agree with the question

Supplemental Questions: 201816

Name: _____

Date: _____

1. Which of the following best describes your level of experience using Microsoft Word?

- No experience
- Beginner (typing correspondence such as letters and memos)
- Intermediate (creating mail merge, fillable forms, templates)
- Advanced (building macros, styles, wizards)

Excel?

- No experience
- Beginner (enter data in spreadsheets, sorting data)
- Intermediate (create formatted worksheets, formulas, charts and graphs)
- Advanced (create worksheets with decision-making capabilities, macros, and import data from other sources)

2. Which of the following best describes your level of professional experience with Oregon Contract Law?

- less than 6 month
- 6 to 23 months
- 2 years - 5 years
- 6 years – 10 years
- None of the above

3. Which of the following best describes your level of experience in negotiating, developing, administering and evaluating public or private service contracts or agreements?

- less than 6 months
- 6 to 23 months
- 2 years - 5 years
- 6 years – 10 years
- None of the above

4. Which of the following best describes your length of experience with contract agreements; or experience putting together or administering standard contracts or agreements?

- less than 6 months
 - 6 to 23 months
 - 2 years - 5 years
 - 6 years – 10 years
 - None of the above
5. **This position's workload requires the ability to prioritize work effectively throughout the day in which there are interruptions with walk-in visitors, phone calls and email messages that require your immediate attention. Describe in detail your experience managing multiple tasks, along with fixed duties, which have competing deadlines. Include your length of experience. Explain your procedures of how you organize your schedule to accommodate the demanding workload?**
6. **This position is visible and requires flexibility to meet the needs of a diverse customer base with different personalities. Please describe your experience working with a diverse customer base, and how you maintain positive working relationships with them. Please include examples.**
7. **Describe your experience providing technical assistance by interpreting and clarifying contract and solicitation rules and guidelines ensuring contracts are in compliance with federal and state laws, provide examples. If you do not have this experience, enter N/A.**
8. **Please describe your technical writing skills, including your ability to research, analyze and synthesize data and information into concise, easily understood written documents (both data and text). Provide examples. If you do not have this experience, enter N/A.**

EQUAL OPPORTUNITY EMPLOYER

Cascades West Center, 1400 Queen Ave., SE Suite 201, Albany, Oregon 97322

◆ Phone (541) 967-8720

◆ Fax (541) 967-6123

◆ TTY (541) 928-3670

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Contract Coordinator**

Position Classification: Contracts Coordinator

Department: General Administration

Reports to: Finance Director

SUMMARY OF POSITION

Performs professional duties within the area of contract and grant coordination and management. Serves as the primary point of contact in relation to agency-wide contracts. Assists project managers in preparing, monitoring, and evaluating contracts and grants. Maintains contract management processes, systems and software, including project budgets, budget monitoring, invoicing systems.

ESSENTIAL JOB DUTIES

Performs position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates openness of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

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- Coordinates template changes at request of other agencies.
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- Ensures appropriate levels of insurance for contracts are maintained and up-to-date.
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Knowledge, Skills and Abilities

- Considerable knowledge of financial record keeping and reporting;
- Considerable knowledge and ability to interpret laws, regulations, standards and prescribed procedures applicable to grants and contracts;
- Considerable knowledge of business English, spelling, grammar, punctuation and mathematics in order to read, prepare and understand project reports, statistical reports, correspondence and other documents;
- Knowledge of governmental contracts administration;
- Knowledge of administrative procedures demonstrating the ability to design, implement and manage administrative office systems and procedures;
- Knowledge of generally accepted accounting practices;
- Knowledge of and ability to employ methodologies for compiling, coding, data entry, analysis, and statistical presentation such as spreadsheets;
- Ability to operate a personal computer and advanced knowledge of word processing, spreadsheet and data base software;
- Ability to work effectively and communicate with representatives of other agencies, local governments, businesses, staff, and the public;
- Ability to work independently and handle multiple projects and a high volume of work;
- Ability to operate a calculator with accuracy; and,
- Ability to cope with stressful deadlines.

Licenses, Certificates, & Other Requirements

Possess a valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three county area is required.

Position requires successful completion of a criminal history and driving record check.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.