

## COUNTY OF SOLANO

### CONTRACTS AND PROGRAM SPECIALIST (CHILDREN and FAMILIES COMMISSION)

Est. 11/12/03

#### DEFINITION

Under general direction of the Executive Director – Children and Families Commission, develops and administers contracts for services; reviews and evaluates service proposals; recommends solutions to contractual problems; ensures compliance with County policies and procedures; performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS

Contracts and Program Support Specialist (Children and Families Commission) is characterized by the responsibility to provide administrative support to the Solano County Children and Families Commission in the areas of new and on going funding initiatives, contract specifications, document preparation, and contract administration. This position is distinguished from Fiscal and Contracts Administrator (Children and Families Commission) by the latter's management responsibility for overall coordination and supervision of fiscal and grant management operations.

#### EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1. Prepares contracts from template forms; administers and monitors contracts, memoranda of understanding, requests for proposals and qualifications; plans and coordinates procurement activities within scope of contracts; edits work products for accuracy.
2. Schedules, coordinates and conducts pre-bid meetings and site visits; negotiates contract terms; prepares cost estimates; reviews budget and financial data and method of payment; reviews contractor's scope of services, evaluation plans and insurance requirements; assists grantees in finalizing scopes of work, budget and evaluation plans.
3. Meets with department personnel regarding contract terms, specifications, development of requests for proposal and related procurement or contract issues; coordinates and includes comments/revisions from legal and other departments/divisions; coordinates review and approval process.
4. Assists in the development of standards for procurement of contract administration services; drafts Requests for Proposals (RFP) and Requests for Quotation (RFQ); participates in RFP selection process; reviews and recommends approval or denial of contract modification requirements; maintains and monitors standards for compliance by conducting site visits of

contractors to audit accounting systems, internal controls and organizational stability; reviews and analyzes data and progress reports.

5. Responds to requests for information on contracts from consultants, contractors, vendors, departments and others as appropriate. Coordinates resolution of claims, disputes and related issues; ensures all responses comply with County and departmental standards and guidelines; maintains business relationships with service providers to facilitate new and continuing contracts and agreements.
6. May prepare draft Children and Families Commission agenda items, staff reports and reports to the Board of Supervisors.

## **QUALIFICATION GUIDELINES**

### **Education and Experience**

Two years of progressively responsible business or contract administration experience AND graduation from an accredited college or university with major upper division course work preferably in business, public administration, finance or accounting.

### **Knowledge/Abilities**

**Considerable knowledge of** principles and practices of contract laws and administration; functions, policies, procedures, and organization of local government; economics, accounting, cost/pricing analysis, management practices, negotiation techniques involving contractual documents.

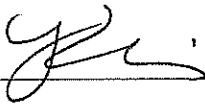
**Ability to** perform a variety of contract administration duties; research and analyze contract terms and conditions; work independently in the absence of supervision; develop and implement operational procedures; make decision and independent judgements; communicate effectively both verbally and in writing; communicate effectively with people of diverse socio-economic backgrounds and temperaments; consult with management; determine the appropriate course of action in stressful situations; understand program objectives in relation to department goals and procedures; secure cooperation and teamwork among professional and/or support staff; maintain accurate records and document actions taken; organize and prioritize work assignments; research regulations; procedures and/or technical reference materials; determine and evaluate levels of achievement and performance; interpret political and administrative direction and incorporate into operational policy and procedures; maintain confidentiality of information; recognize and respect limit of authority and responsibility; work effectively with others who have objectives counter to assigned role; plan, coordinate and initiate actions necessary to implement policy and administrative decisions; establish and maintain cooperative working relationships.

**SPECIAL REQUIREMENTS**

Independent travel may be required.

Possession of or ability to obtain a valid Class C California driver's license may be required.

Senior Management Group, At-Will Position.  
Exempt from Civil Service.



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Date 11/5/03

Yolanda Irigon  
Director of Human Resources