

Contracts Specialist - (23000CME)

Executive Office of Housing and Livable Communities (EOHLC) is seeking a Contracts Specialist/Grants Management Specialist II for Administration & Finance/Division of Community Services!

AGENCY MISSION:

The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

OVERVIEW OF ROLE:

The incumbent is responsible for assisting the Contracts Manager with contract management from initial award to archiving. The Contract Specialist supports the Contracts Manager providing assistance to internal staff ensuring contracts submitted are accurate and complete. The Contract Specialist supports Division of Community Services (DCS) Fiscal by reviewing contract workflows, reviewing e-signature workflows, and any other new contract related proposals, and making recommendations for efficiency and effectiveness. The Contract Specialist is responsible for learning any Community Software Interface (CSG) upgrades and providing guidance to CSG staff, vendors, or Division of Community Services (DCS) staff as needed.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1. Coordinates:

- Lead coordinator with Community Software Interface (CSG) and personnel to train on new Federal Program development and managing new Federal Awards and Amendments to current Awards/Contracts.
- Primary contact for Program Managers, Program Representatives, and Fiscal Representatives for all Federal Awards for all new awards and amendments. Responsible for problem solving contract issues as necessary.
- Primary contact person for all Community Action Agencies (CAAs) and Local Administering Agencies (LAAs) in response to all inquiries due to budgets, Awards Letters, contracts, amendments etc. Responsible for problem solving contract issues as necessary.
- Provides assistance to department personnel regarding the accuracy and completeness of contract paperwork, and the regulations governing assigned contracts.
- Keeps updated files of all contracts and amendments being able to produce original signatures of any and all, contracts, and amendments, as requested for audit purposes.
- Reviews all assigned documentation for completeness, checking all coding, dollar amounts, forms, and regulations.
- Maintains an inventory of all assigned contracts and keeps a record of all contracts and amendments to this inventory identifying what stage of completion each amendment is in from submission by Division of Community Services to filing the completed documents.
- Lead contact on all Federal programs such as Low Income Home Energy Assistance Program (LIHEAP), LIHEAP State, Community Services Block Grant (CSBG), CSBG State, Heating Emergency Assistance Retrofit Task Weatherization Assistance Program (HEARTWAP), Department of Energy Weatherization Assistance Program (DOE WAP).

2. Technology:

- Lead coordinator in EOHLC Electronic signature Process with all Cities, Towns and Municipalities. Works with vendors in training and processing with electronic signature process for successful execution of contracts.

- Ensures verification of vendor and agency information in Massachusetts Management Accounting and Reporting System (MMARS) and updates and matches the information on the signed contract documents.

3. Support:

- Helps maintain all file cabinets and files to be able to retrieve any document as requested for audit purposes, for Freedom of Information Act requests, and as Keeper of the Record of all Division of Community Services contracts. Including but not limited to setting up folders, maintaining files in file cabinet, and filing contract documents as required by audit and compliance.
- Performs related duties such as attending meetings and conferences, maintaining records and preparing reports. Including but not limited to collecting/distributing mail for DCS Fiscal Staff.
- Additional duties as assigned.

PREFERRED QUALIFICATIONS:

1. Basic knowledge of state contracting workflow and documents.
2. Ability to work on and manage multiple ongoing projects, to manage time efficiently and work within very tight time deadlines on a regular and ongoing basis.
3. At least intermediate proficiency using Microsoft Word, Excel and Outlook.
4. Ability to organize and create tracking systems.
5. Detail oriented and excellent organizational skills.

COMMENTS:

Please upload resume and cover letter.

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

QUALIFICATIONS:

First consideration will be given to those applicants that apply within the first 14 days.

Minimum Entrance Requirements:

Applicants must have at least (A) three years of full-time, or equivalent part-time, professional, supervisory managerial or administrative experience in public administration, business administration or business management, and (B) of which at least one year must have been in grants management, contract administration or contract management work, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. An Associate's degree with a major in business administration, public administration, or business management may be substituted for a maximum of one year of the required experience.*

II. A Bachelor's or higher degree with a major in business administration, public administration or business management may be substituted for the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitutions will be permitted for the required (B) experience.

Special Requirements: None.

Comprehensive Benefits:

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

Official Title: Grants Management Spec II

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Accounting and Finance

Agency: Exec Office of Housing and Livable Communities

Schedule: Full-time

Shift: Day

Job Posting: Nov 22, 2023, 2:41:18 PM

Number of Openings: 1

Salary: 56,579.12 - 80,651.48 Yearly

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Jessica Molina - 8572480160

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

Potentially Eligible for a Hybrid Work Schedule: Yes

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=23000CME>