Contract Specialist - (20000483)

Official Title: Program Coordinator III

Functional Title: Contract Specialist

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

Job: Administrative Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Jun 4, 2020, 4:50:34 PM

Number of Openings: 1

Salary: $63,780.86 - $92,381.90 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Program Coordinator III functions as the Contract Specialist for individual and family shelter providers (private non-profit agencies) across the Commonwealth and other related contracts, which provide emergency shelter services to homeless families and individuals in an assigned region of the state. Contract Specialists are vital parts of DHCD’s sheltering system and act as the agency’s first point of contact ensuring homeless shelters are safe and effective in quickly housing families. The Contract Specialist is responsible for monitoring contracted programs, supporting performance management efforts to improve outcomes, and working closely with vendors and producing timely contract documents. The incumbent reviews contract and amendment documents, gives advice and assistance in contract preparation, analyzes contract proposals and related documents, monitors the execution of contracts, and prepares reports as needed and requested.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. Develops, negotiates and executes timely and accurate contracts, renewals and amendments.

2. Works with vendors to provide effective emergency shelter, housing search, case management, and stabilization services to rapidly house families experiencing homelessness.

3. Ensures that family shelter vendors are active participants in the self-sufficiency plan.

4. Reviews for accuracy and authorizes on a monthly basis vendor’s request for payment within required timelines.

5. Conducts annual desk review to monitor contract compliance and goals as well as to provide technical assistance and when necessary, develop corrective action plans.

6. Conduct annual site visits, one unannounced, to review facilities for compliance with health & safety codes and licensing requirements.
7. Interviews shelter residents annually, and upon request, to ensure all services are being received in a safe environment.

8. Conducts annual reviews of client files, monthly reports, incident reports, staff issues, utilization and other program requirements.


10. Develop corrective action plans as necessary to address deficiencies.

11. Works with current vendors and potential new vendors to develop new programs and/or expand existing programs as assigned.

12. Provides technical assistance to employees and vendors to ensure compliance with agency rules and regulations.

13. May participate in Request for Response (RFR) evaluation committees, ongoing RFR strategy implementation, and Active Contract Management meeting planning/logistics, plus follow-up.

14. Communicates with vendors and other state agencies by telephone or in writing to resolve accounting discrepancies or obtain documentation regarding dispute and reporting requirements.

15. Attend all mandated staff development trainings annually.

16. Performs other duties as assigned.

**PREFERRED QUALIFICATIONS:**

1. Excellent written communication skills.
2. Excellent oral communication skills.
3. Experience in program analysis, program management, program coordination, program planning.
5. Ability to handle multiple priorities.
6. Ability to communicate in a manner that promotes harmonious interaction with others and motivates performance in a changing environment.
7. Knowledge of the Department’s Emergency Assistance program rules and regulations.
8. Knowledge of the Department’s family sheltering programs.
9. Knowledge of housing and homelessness policy, with a particular focus on Housing First approaches.
10. Ability to coordinate the efforts of others in accomplishing assigned work objectives.
11. Ability to conduct annual site visits to review facilities for compliance with health & safety codes and licensing requirements.
12. Ability to interview clients and conduct investigations.
13. Ability to be flexible in order to respond to changing requirements and to be available to resolve programmatic and other issues as needed.
14. Strong organizational skills, time management skills, handling multiple responsibilities and meeting various deadlines.

**MISSION STATEMENT**

The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD’s mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

**COMMENTS**

Please upload resume and cover letter.
Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division’s Recruiting Guidelines.

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 (by 06/18/20).

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:
I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required (A) experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) experience.*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required (A) 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.

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

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 617-573-1100

HOW TO APPLY
Apply online at https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=20000483