

Contract Specialist (Temporary 2 year position with benefits) - (210001WW)

Official Title: Program Coordinator III

Functional Title: Contract Specialist (Temporary 2 year position with benefits)

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: Mar 11, 2021, 4:08:00 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 Contract Specialist for all contracts associated with Department of Housing Stabilization from procurement to archiving. The Contract Specialist is responsible for all aspects of contract management working closely with Contract Specialists, and with other Department of Housing and Community Development (DHCD) Divisions, such as Accounting, Budget, and Legal and outside departments, such as Operational Services Division and Office of the Comptroller. The incumbent reviews contract and amendment documents, and provides guidance and assistance in contract preparation. This position must be able to advise and guide others on the best practices associated with procuring services for the Commonwealth.

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

1. Oversee all facets of assigned contracts from procurement through archiving.
2. Provide guidance to department personnel regarding procurement design, proper contract paperwork, and the regulations governing assigned contracts.
3. Maintain updated files of all contracts and amendments being able to produce originals signatures of any and all procurements, contracts, and amendments as requested for audit purposes.
4. Be knowledgeable of and manage all types of contractual agreements used by the Division Housing Stabilization. This will include but not be limited to Requests for Responses, contracts, amendments, Master Agreements, etc.
5. Review all assigned documentation for completeness, checking all coding, dollar amounts, forms, regulations, and equations.
6. Complete Massachusetts Management Accounting and Reporting System (MMARS) data entry forms for all transactions associated with assigned contracts.
7. Ensure all assigned contracts are funded accurately, that all information in MMARS is complete, up to date and matches the information on the signed contract documents.
8. Maintain working relationships with multiple departments inside and outside of DHCD to be sure all transactions adhere to regulations. Examples include, but are not limited to contacts inside DHCD with Legal, Budget, Accounting, Administration and Finance, Procurement, and Housing Stabilization.
9. Maintain an inventory of all assigned contracts and maintain records of all amendments to this inventory identifying what stage of completion each amendment is in from submission by Housing Stabilization to filing the completed documents.

10. Help maintain all files and 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 Housing Stabilization contracts.
11. Assist as needed with all procurements, COMMBUYS work, MMARS data entry, proper forms and policies.
12. Develop and implement workflow processes in alignment with policies and procedures
13. Perform related duties such as attending meetings and conferences, maintaining records and preparing reports.
14. Other duties as assigned.

PREFERRED QUALIFICATIONS:

1. 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.
2. Proficiency using Word and Excel.
3. Strong attention to detail.
4. Skilled at writing contracts.
5. Knowledge of Department's Emergency Assistance program rules and regulations.
6. Knowledge of state procurement rules and regulations.
7. Familiarity with MMARS and COMMBUYS.

MISSION STATEMENT:

Department of Housing and Community Development (DHCD) is within 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 03/25/21).

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: Marjorie Lalli - 6175731254

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=210001WW>