



Job Posting

Job Title: Contract Compliance Specialist		Department/Program: Contracts	
Posting Date: 10/19/2018	FLSA Status: Non-exempt	Pay Grade: 5	
Submit Cover Letter and Resume to Careers@fssnf.org			
FSS Mission Statement			
The mission of Family Support Services of North Florida is to be the leader in providing safety, stability, and quality of life for all children by working with the community to strengthen the family unit.			
Organizational Expectations			
<p>Commitment – As the lead Child Welfare Agency in North Florida FSSNF prides itself on our employees’ commitment to the agency and the children and families we serve. This is demonstrated by being available at a moment’s notice to assist clients regardless of the time of day. This is also demonstrated by employees’ commitment to maintain consistent attendance and punctuality. It is the expectation that the employee will remain in their current position for a minimum of one year before posting for another internal position.</p>		<p>Career Development – FSSNF is committed to being a learning organization that supports employees in their pursuit of professional growth and career development. Therefore employees are highly encouraged to explore and broaden their knowledge and skill sets to achieve their career goals.</p>	
<p>Professionalism – Employees are expected to demonstrate professionalism in their appearance and demeanor when representing FSSNF at internal and external meetings, trainings, and events.</p>		<p>Teamwork – Putting the interests of FSSNF clients first is critical to the success of the organization. This requires all employees maintain consistent and timely communication, provide support to co-workers and colleagues and demonstrate the principles of teamwork.</p>	
<p>Responsible Citizenship – In keeping with our mission and values employees are encouraged to volunteer 15 hours per year to assist with FSSNF and FSSNF-sponsored events.</p>		<p>Customer Service – As employees of the Lead Child Welfare Agency in North Florida FSSNF employees will demonstrate their commitment to providing our clients (internal/external) with consistent, meaningful and exceptional service.</p>	
Job Summary:			
<p>Specialized work involved in the provision of a wide range of contract and compliance functions within the Contracts department. Assists with daily functions to include, but is not limited to: procurement, drafting and editing contract provisions, tracking contracts, compiling reports, reviewing invoices, monitoring contract compliance, and document control.</p>			
Minimum Requirements			
Education	Bachelor’s degree from an accredited college or university.		
Experience	Two or more years of contract experience required. Proven combination of education and experience which demonstrates the ability to lead, manage, enhance, and promote the assigned programs of the agency. Experience in child welfare preferred.		
Minimum Qualifications	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.		

	<p><i>Ability to:</i></p> <ul style="list-style-type: none"> • Establish and maintain liaison with other agencies • Plan, organize and coordinate work assignments • Communicate effectively with staff • Establish and maintain effective working relationships with others • Read and interpret documents such as contracts, manuals, journals, and financial reports • Write reports and correspondence • Speak effectively before small and large groups • Calculate figures, amounts, and percentages • Solve practical problems and deal with a variety of concrete variables with a minimum of direction • Interpret a variety of instructions furnished in written and oral form • Complete paperwork, computer tasks, and drive to locations within greater Duval and Nassau Counties • Understand terms and conditions of the department's child welfare lead agency contracts to determine compliance with administrative or programmatic requirements • Understand child welfare and related services <p><i>Knowledge of:</i></p> <ul style="list-style-type: none"> • General contract administration functions • Procurement methods and practices • State and federal contracting requirements • Methods of compiling, organizing and analyzing data <p><i>Skills:</i></p> <ul style="list-style-type: none"> • Excellent analytical and problem solving skills. Organized and detail oriented. Computer proficiency needed.
Other Requirements	<ul style="list-style-type: none"> • Clear a Level II background screening. • Clear a reference check (professional and personal). • Clear a local background check from the county in which you reside. • Clear a substance abuse screen. • Provide a copy of all degrees prior to your first day of employment. • Clear a Motor Vehicles Records check. • Provide proof of, and maintain a minimum personal auto liability insurance level \$100,000/\$300,000. • Provide a copy of all certifications and degrees prior to your first day of employment. • Clear an E-Verify check to substantiate that the successful candidate meets the Department of Homeland Security authorization requirements to work in the United States (for more information visit www.dhs.gov/e-verify).
Licensure, Certification, and/or Registration	Valid Florida driver's license.
Job Duties	
Essential Duties	



Develops and reviews standard contract documents, terms and conditions, which allows for open and fair competition and are in compliance with state and federal laws, and contract policies and procedures;	25%
Ensures contracts are in compliance with state, federal, and contract guidelines through quarterly, annual, and other on-site visits utilizing appropriate monitoring tools; including conducting annual risk assessments to ensure appropriate level of monitoring;	25%
Provides training and technical assistance to our internal and external customers as required;	15%
Establishes and maintains relationships with subcontracted providers and vendors regarding performance;	10%
Requests corrective action plans if necessary based upon monitoring results;	10%
Participates in decision-making processes to improve office environment through team discussions;	10%
Performs desk audits of contract documents such as invoices, or other business documents to ensure accuracy; and	5%
Performs other duties.	As needed.
Supervisory/Decision-making Authority	
This position does not require customary supervision and management of <u>at least 2 or more</u> full-time employees.	
Contribution and Impact	
Establish strong working relationships within the organization and with existing providers, ensure that all providers meet established contractual obligations.	
Strategic Value	
Ensure that appropriate services are available to meet the needs of children within legal mandates and with agency policies and procedures.	
PHYSICAL REQUIREMENTS: (R=Required P=Preferred)	
Sitting <u> </u> R Standing <u> </u> R Walking <u> </u> R Lifting <u> </u> R (50 LBS) Carrying <u> </u> R Kneeling <u> </u> R Pushing/Pulling <u> </u> R Bending/Stooping <u> </u> R Climbing <u> </u> Reaching <u> </u> R Crawling/Crouching <u> </u> Grasping <u> </u> R Turning <u> </u> R Repetitive Motions <u> </u> R Color Recognition <u> </u> Depth Perception <u> </u> Reading <u> </u> R Hearing <u> </u> R Other (describe) <u> </u>	
HAZARDS: (X=Potential Exposure)	
Proximity to moving mechanical parts <u> </u> Electrical current <u> </u> Toxic or caustic chemicals <u> </u> Radiation <u> </u> Biohazards (airborne or contact) <u> </u> Housekeeping and/or cleaning agents <u> </u> X <u> </u> Flammable, explosive gases <u> </u> Human-borne pathogens <u> </u> X <u> </u> Other: <u> </u>	
SKILL REQUIREMENTS: (R=Required P=Preferred)	
Drive motor vehicle <u> </u> R Prepare food <u> </u> Typing/Keyboard <u> </u> R Word processing software <u> </u> R Data base software <u> </u> R Spreadsheet software <u> </u> R Other software <u> </u> R Calculator <u> </u> R Operate office machines <u> </u> R (Fax, Copier) Verbal communication (including telephone) <u> </u> R Written communication (including composition) <u> </u> R Public speaking/group presentations <u> </u> R Team-oriented and collaborative interpersonal relationships <u> </u> R Respectful client relationships <u> </u> R Client assessment and evaluation <u> </u> R Retrieve and compile information <u> </u> R Verify data <u> </u> R Maintain records <u> </u> R Organize and prioritize information <u> </u> R Analyze and interpret information <u> </u> R Investigate, evaluate and recommend action <u> </u> R Basic mathematical concepts (add, subtract, multiply, divide) <u> </u> R Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs) <u> </u> R Abstract mathematical concepts <u> </u>	



(interpolation, inference, frequency, reliability, formulas, equations, statistics) _R_ Reasoning and logic _R_ Sensitivity to service population's cultural and socioeconomic characteristics R_

FSSNF provides equal employment and advancement opportunity for all individuals without discrimination because of race, creed, color, gender, religion, age, national origin, disability, military status, marital status, or the other protected categories as defined by the EEOC and takes affirmative action in the implementation of this policy. If an accommodation is needed in order to participate in the application process, please contact the appropriate servicing human resources office.