

## **Family Support Services of North Florida Job Posting**

**Job Title:** Contract and Compliance Manager  
**FLSA Status:** Full Time / Exempt

**Please submit cover letter and resume to [careers@fssnf.org](mailto:careers@fssnf.org)  
**Posting Date: December 20, 2011****

### **Summary:**

Responsible for the development and management of CBC and Vendor Contracts. Inspects reviews and approves monitoring, observations and special audits. Ensures provider is informed of and in compliance with state and federal rules/regulations and program standards. Reports to the Director of Contracts and Compliance.

### **Essential Duties and Responsibilities:**

- Schedules monitoring, observations and special audits of subcontractors and vendors
- Develops contract documents and amendments.
- Ensures services are delivered and timely payment is made.
- Inspects, reviews, and approves invoices and fiscal reports.
- Generates program reports, provides technical assistance and initiates corrective actions when necessary.
- Routinely visits the provider's administrative and service delivery sites to observe contract activities.
- Responsible for procurement of items less than \$25,000.
- Oversees training and quality of services of contracted Group Homes.
- Maintain subcontract and vendor files for accuracy and compliance.
- Performs related work as required.

### **Supervisory Responsibilities:**

Supervises three contract specialists.  
Ensures training and professional development of staff.

### **Qualifications: (Required knowledge, skills and abilities)**

- Knowledge of the principles and practices of contracting.
- Ability to apply and implement rules regulations, policies and procedures related to contracting.
- Ability to put specifications, conditions and regulations related to contracts in writing.
- Ability to maintain contract files and documentation in accordance with agency policy.
- Ability to communicate effectively.
- Ability to establish and maintain effective working relationships with others.

**Education and Experience:**

Requires a bachelor's degree, from an accredited college or university, in a business or human service field and three years experience. A minimum of two years experience working with dependent or high risk children and their families, and additional experience in contract management or program development in the child protection field. A master's degree from an accredited college or university can substitute for one year of experience.