



CONTRACT AND MONITORING MANAGER

Department: Multiple
Job Class #: 328800
Pay Range: Professional 10

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: The Contract and Monitoring Manager is responsible to oversee the contracting and monitoring process for a department. Incumbents are responsible for policy and procedure development, budget monitoring, program compliance, staff supervision, and oversight of the departments' interaction with outside contractors. Incumbents within the Finance Department create, deploy and oversee County-wide master contracts and provide contracting guidance to other departments.

ESSENTIAL FUNCTIONS:

- Manage the contract procurement, writing and monitoring processes.
- Oversee the Request for Information (RFI), Request for Proposals (RFP), Request for Qualifications (RFQ) and Invitation to Bid (ITB) processes for the procurement of goods, services, and public works contracts.
- Develop policies and procedures, internal guidelines and deadlines to meet grant/contract requirements.
- Ensure contract amendments are complete and compliant with policies and procedures.
- Create consistent forms to be used.
- Manage, supervise, and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow.
- Facilitate the work of evaluation committees and process. Ensure evaluation committee work is completed in a timely manner to meet deadlines.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct regular review of expiring contracts and submit information to appropriate managers for determination of future contract submissions in a given program area.
- Conduct performance evaluations and develop performance measures and standards. Identify training needs and coordinate appropriate training for staff
- Ensure consistent interpretation and application of laws, rules, policies, and procedures.
- Monitor for insurance and bonding compliance prior to routing the contract through for approval.
- Develop and monitor budget.
- Effectively persuade, inform, educate, train, solicit information, motivate, and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees, and the general public.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the County, department, division, and individual work groups.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

CONTRACT AND MONITORING MANAGER

Classification Description – Pierce County

Page 2

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the direction of an Administrative Manager, however incumbents are expected to exercise independent judgment and make decisions within established policies and procedures. Work is reviewed in progress and upon completion by the administrative supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. This position is responsible for the direct supervision of subordinates.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Contract and Monitoring Manager works in an office environment on a daily basis. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours is required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Contract management including contract development, implementation and monitoring.
- Public administration.
- Applicable federal, state and local laws, rules, policies and procedures.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Project management.
- Budget development and oversight.
- Use and operation of a personal computer, job-related software, and other office equipment.

Ability to:

- Write, edit, and manage contracts and grants.
- Supervise, evaluate, train and discipline subordinates
- Manage, monitor and provide direction to a variety of people and agencies.
- Lead meetings, facilitate work groups and represent department/division management and leadership.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Understand and follow written and verbal instructions.

CONTRACT AND MONITORING MANAGER

Classification Description – Pierce County

Page 3

- Work effectively and productively with others.
- Communicate effectively verbally and in writing.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

MINIMUM REQUIREMENTS TO APPLY: Bachelor's degree in public or business administration, social work, or related area, and four years of progressively responsible work experience in the area of contract and monitoring management with at least one year in a supervisory capacity OR any equivalent combination of experience and education is required.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete all required background investigations including submission of fingerprints prior to employment. Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position.