

Job Description

Title: Contract Technical Assistant

Department: Contracts

FLSA Status: Non-Exempt

Reports To: Director of Contracts and Procurements

Date: _____

Approved: _____

Summary: The Contracts TA will assist with the administering and monitoring contracts for various programs and services founded by the Early Learning Coalition of Miami-Dade/Monroe for compliance with local, state, and federal requirements.

Essential Duties and Responsibilities include the following:

- Provide administrative support for the contracts department
- Act as a call center to receive calls for Providers and vendors and resolve first hand contract issues and questions. Assist with calling providers/vendors to request expired or renewal documents and annual provider update forms
- Prepare routing forms prior to contracts execution
- Assist with file maintenance in the N:Drive and recordkeeping
- Maintains office supplies/orders office supplies
- Responsible for mailing out all contracts correspondence
- Assist with the migration of existing documents into a Document Management System
- Works closely with Contract Manager with the preparation and review process of contracts for completeness and accuracy and follow-up with providers to ensure compliance of program requirements
- Assist with the implementation of the procurement/ purchasing process <35k for contract manager approval. Request forms log and Vendor Log tracking Spreadsheet
- Coordinates meetings and events on calendar
- Prepare Pre-Screening application and request missing supporting documentation
- On-going Provider Technical assistance (face-to-face or over the phone)
- Review DCF CARES for provider compliance in standards and filter the report for manager
- Occasional travel will be required
- Performs other duties as assigned

Skills and Abilities:

- Accountability
- Excellent analytical skills and a detail for accuracy
- Computer Equipment and Software. Microsoft Office Suite
- Excellent interpersonal skills
- Excellent communication skills, both written and oral
- Excellent organizational skills
- Time management and ability to multitask

- Problem Solving
- Initiative
- Flexibility

Experience and Qualification:

- To perform this role successfully, an individual must be able to perform each essential duty satisfactory. High School Diploma or Equivalent
- Minimum of one year of administrative or customer service experience.
- Knowledge of principles and practices of organization, planning, records management and research
- Training, education and/or experience may be substituted for certain minimum qualifications

General knowledge and skills:

- Time management; project management; critical thinking and analytical skills; computer skills (Microsoft Office Suite); stress management skills; math and problem solving skills; bi-lingual (Spanish/Creole) a plus.

Employee Behavior:

- Culturally sensitive and literate; respectful; team player; organized; detail oriented; resourceful; able to work in an open environment; people/customer service oriented; able to work in a group setting; able to keep abreast of current professional practices.

Tools, Equipment, Supplies and Materials:

- Considerable knowledge of modern office practices, systems and equipment: computer, printer, copier, fax and scanner; audio visual equipment, teleconferencing equipment.

Other Requirements:

Valid Florida driver's license and access to personal transportation for travel to occasional off-site community meetings.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

Employee Signature

Date

Supervisor

Date