

JOB DESCRIPTION

POSITION TITLE:	Contract Specialist
FLSA STATUS:	Non-Exempt
PAY RATE:	\$19.00 to \$23.50 per hour
DEPARTMENT:	Provider Relations
DATE:	November 27, 2018

POSITION SUMMARY

The Contract Specialist supports the Regional Area Manager as a point of contact for providers, families and early learning community members of his/her assigned region. Responsible for ensuring provider contracts are executed according to Office of Early Learning (OEL) requirements and monitors providers for contract compliance. Also responsible for updating Child Care Resources & Referrals profiles (CCR&R) and assists with Tier 1 Monitoring. This position provides valuable insight to the Regional Area Manager regarding regional issues, concerns and successes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage provider contract process from application to execution
- Coordinate contractual requirements for Voluntary Prekindergarten (VPK) and School Readiness (SR) providers
- Review and approve provider profiles in CCR&R database and provide technical assistance to providers
- Ensure compliance with CCR&R program obligations
- Assist with SR Tier 1 monitoring
- Perform other duties that may be necessary to maintain the success of the organization, as determined by leadership

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

- High school diploma or equivalent; Associates degree from degree from an accredited institution in early childhood education, social services or other closely related field preferred

- Minimum 2 years of experience in executing contracts, Tier 1 monitoring and CCR&R preferred
- Familiarity with Classroom Assessment Scoring System (CLASS) preferred
- Familiarity with School Readiness Health and Safety Standards preferred
- This position requires successful completion of the level 2 background screening standards as set forth in s. 435.04, F.S.
- Valid Florida Driver's License and the ability to drive a passenger vehicle
- Bi-lingual English/Spanish preferred
- Advanced organizational, analytical, project management, interpersonal, verbal and written communication skills
- Ability to provide consultation and technical assistance
- Intermediate skills with Microsoft Office Products

Physical Activity/ Work Conditions

- **Work Environment:** This job operates in a general office setting. This role routinely uses standard office equipment such as computers, phones, copiers/fax machines. While performing the duties of this job, the employee frequently interacts with staff, vendors, and the public in person and via telephone and email.
- **Physical Demands:** While performing the duties of this job, the employee will be required to sit for prolonged periods, at a desk, utilizing a computer and reviewing online and paper documents. The employee will also be required to lift and move up to 25 pounds and occasionally lift and move up to 50 pounds.
- **Position Type and Expected Hours of Work:** This is a full-time position. Standard hours of work are Monday through Friday, 8:30 a.m. to 4:30 p.m. (37.5 hour workweek), however evening and weekend hours will be required.

The statements in this Job Description are intended to describe the general nature and minimum level of work required. The content should not be construed as a complete list of all duties, responsibilities and skills required to meet the criteria for this position. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Early Learning Coalition of Hillsborough County does not discriminate against employees or clients based on race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. The coalition will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, as Amended (ADAAA). We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status, or any other basis protected by applicable federal, state or local law.

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.