

City of Fort Worth, Texas Job Description

Classification Title	Senior Contract Compliance Specialist		
Job Code:	PR2341	Job Family:	Professional
Pay Grade	610	Date Reviewed:	06/19/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Leads, oversees and participates in administering and auditing provider services contracts or City/federally funded grant programs for a department or division; ensures services provided and funds expended are in compliance with contract specifications; and performs a variety of administrative and technical tasks in support of assigned area.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Works with Legal department in leading and overseeing the development and improvement of standardized agreements; and assists in policy and procedure development and improvement.
3. Conducts routine program monitoring; reviews files, policies, procedures and process assessments; and prepares monitoring reports.
4. Assists in development and management of contract tracking database and related information; and assists in improvement, restructuring and maintenance of the contract filing system.
5. Reviews revenue, expenditures and balances for all accounts; analyzes expenditures to ensure transactions are accurate and appropriate; examines purchase requests; and maintains, reviews and monitors financial records and requests for payments.
6. Compiles and analyzes data for audit; presents findings; reports discrepancies; and makes recommendations for corrective action.
7. Provides administrative support to the department; receives and responds to requests for information; compiles year end reports on vendors; and administers, implements and manages contracts and other department initiatives.
8. Performs other related duties as required.

9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Principles and practices of finance and accounting.
- Basic principles of contractual agreement law.
- Methods and techniques of monitoring contract compliance.
- Methods and techniques of analyzing and evaluating impact of contracted services.
- Fund accounting and auditing procedures.
- City's purchasing policies, procedures, rules and regulations.
- Principles of report preparation.
- Methods and techniques of conducting research.
- Methods and techniques of developing and writing grant proposals.
- Methods and techniques of providing services under the Job Partnership Training Act.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent Federal, State and local laws, codes and regulations.

- **Skill in:**

- Computers and applicable software.
- Organization and time management.
- Maintaining contract files.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Lead, plan and review the work of staff.
- Analyze, evaluate and monitor contracts to ensure compliance with rules and regulations.
- Analyze and assess effectiveness of training programs being conducted under federally funded grant programs.
- Audit and assess contractor compliance with requirements.
- Analyze, interpret and report on financial, audit or budget documents.
- Review contract revenue and expenditures.
- Develop and write policies and procedures.
- Research, collect, analyze and interpret data.
- Prepare written recommendations and reports.
- Interpret and explain program goals and objectives.
- Communicate clearly and concisely, both orally and in writing.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree in public administration, business administration, finance or a related field and three years of experience preparing and monitoring federal grants or federally funded community programs.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here 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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.