

**Contract Specialist - (1900037M)**

**Official Title:** Program Coordinator III

**Functional Title:** Contract Specialist

**Primary Location:** United States-Massachusetts-Boston-100 Cambridge Street

**Job:** Administrative Services

**Agency:** Department of Housing & Community Development

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Apr 11, 2019, 9:21:09 AM

**Number of Openings:** 1

**Salary:** \$62,530.26 - \$90,570.48 Yearly

**Bargaining Unit:** 06-NAGE - Professional Admin.

**Confidential:** No

The Department of Housing and Community Development (DHCD) is looking for a highly skilled professional to assume a vital role in its Division of Housing Stabilization as a Contract Specialist. The successful candidate for this position would have the responsibility to ensure that the Commonwealth's adult homeless population utilizing the Department's individual shelter programs receive the best possible services while living in those shelters. These programs are contracted with various non-profit vendors throughout the Commonwealth.

To be successful in this role, a person must be able to process contracts accurately while meeting all deadlines. In addition, the person must be able to work effectively with the program staff to develop any needed amendments. Periodic site visits to all the shelters are an important part of this position. Therefore, the person in this position must be able to effectively communicate with the residents to ascertain whether or not there are discrepancies between the programs described in the various contracts and the actual services rendered at the sites. If there are any discrepancies, the person in this position must ensure that they are rectified in a timely manner. Finally, the person who is chosen for this position must produce reports that not only provide statistics on the shelters but more importantly provide data analysis that can be utilized by the top management staff in making future decisions on this program.

**DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):**

1. Develops, negotiates and executes timely and accurate contracts, renewals and amendments
2. Works with vendors to ensure maximum contract utilization in order to provide coordinated, appropriate and effective services to homeless clients.
3. Reviews for accuracy and authorizes on a monthly basis vendor's request for payment within required timelines.
4. Conducts annual desk review to monitor contract compliance and goals as well as provides technical assistance and when necessary develops corrective action plans.
5. Conducts annual site visits, one unannounced, to review facilities for compliance with health & safety codes and licensing requirements.
6. Interviews shelter residents annually to insure all services are being received in a safe environment.

7. Conducts annual reviews of client files, monthly reports, incident reports, staff issues, utilization and other program requirements.
8. Investigates client complaints and intercedes in resolution process between vendor/client.
9. Develops corrective action plans as necessary to address deficiencies.
10. Works with current vendors and potential new vendors to develop new programs and/or expand existing programs as assigned.
11. Provides technical assistance to employees and vendors to ensure compliance with agency rules and regulations.
12. May participate in Request for Response (RFR) evaluation committees.
13. Communicates with vendors and other state agencies by telephone or in writing to resolve accounting discrepancies or obtain documentation regarding dispute and reporting requirements.
14. Attends all mandated staff development trainings annually.
15. Performs other duties as assigned.

**PREFERRED QUALIFICATIONS:**

1. Excellent written communication skills.
2. Excellent oral communication skills.
3. Experience in program analysis, program management, program coordination, program planning.
4. Proficiency in Microsoft Word, Excel and Access.
5. Ability to handle multiple priorities.
6. Ability to coordinate the efforts of others in accomplishing assigned work objectives.
7. Ability to conduct annual site visits to review facilities for compliance with health & safety codes and licensing requirements.
8. Ability to interview clients and conduct investigations.
9. Ability to be flexible in order to respond to changing requirements and to be available to resolve programmatic and other issues as needed.
10. Strong organizational skills, time management skills, handling multiple responsibilities and meeting various deadlines.

**MISSION STATEMENT**

The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

**COMMENTS**

**Please upload resume and cover letter.**

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

**QUALIFICATIONS**

**First consideration will be given to those applicants that apply within the first 14 days.**

**MINIMUM ENTRANCE REQUIREMENTS:** Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

**Substitutions:**

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required (A) experience.\*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) experience.\*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required (A) experience.\*

\*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitutions will be permitted for the required (B) experience.

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 617-573-1100**

**HOW TO APPLY**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=1900037M>