

SNOHOMISH COUNTY JOB DESCRIPTION
CONTRACT COORDINATOR I – HUMAN SERVICES

Spec No. 2340

BASIC FUNCTION

To perform contract coordination and administration within the Human Services Department. Ensures that contractors, vendors and consultants are in compliance with federal, state and local laws and regulations, county code requirements and contractor insurance documentation.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Responsible for the coordination and processing of agreements with agencies, vendors and subcontracts including: department basic terms and condition agreement; downline contracts; vendor agreements; professional services contracts; training services contracts; Interlocal and interdepartmental agreements; memoranda of understanding and agreements; and other contracts/agreements as needed.
2. Coordinates with County Risk Management department, department contractors and/or insurance companies/agencies to ensure insurance requirements are fulfilled; assists in the development of new and revised risk management policies and procedures with the County Risk Management department and the Prosecuting Attorney's Office.
3. Monitors the vendor and sub-recipient insurance process; requests, reviews and tracks agency and insurance documentation for contract compliance requirements.
4. Communicates with vendors and subcontractors for required documentation; coordinates with fiscal and program staff as needed.
5. Assists in researching legislation, state and federal laws and county code to confirm specific requirements and cite basis information applicable to departmental contracts; secures interpretations, and implements changes; communicates and assist with training of departmental staff.
6. Assists in: coordinating grants and contracts and making applications for such; board appointments, budget transfers, FTE increases; in reviewing and preparing departmental action packages requiring Executive/Council approval for required information and accuracy; prepares necessary documents; monitors the process throughout the Executive/Council approval process; provides assistance to department employees as to county code, and ensures proper formatting guidelines and authorization requirements are met.
7. Advises appropriate staff members of potential problems and procedures requiring change.
8. Assists with review and proofing of all contracts and documents related to the contracting process.

SNOHOMISH COUNTY JOB DESCRIPTION
CONTRACT COORDINATOR I – HUMAN SERVICES

Spec No. 2340

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Creates and maintains electronic and hard copy files; tracks contracting process; prepares correspondence; verifies documents for required information and appropriate signatures; and secures approvals on agreements.
10. Develops and maintains computerized data management system for departmental contract information utilizing available hardware and software; develops and provides reports as needed for division managers, department director and Executive's Office.
11. Maintains and preserves electronic and hard copy records according to state and county laws and requirements.

STATEMENT OF OTHER JOB DUTIES

12. May serve as a liaison with the Executive's Office, Council, Department of Finance and Risk Management during the review and approval process.
13. Assist contract coordinator as necessary on contract-and project-related responsibilities and resolution of contract administration matters.
14. Develops and maintains contract manuals as needed.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business or public administration, PLUS, one (1) year of experience in human services programs, contract preparation and processing, or in a closely related field; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- county code pertaining to human services contract administration
- state and federal laws, regulations and guidelines pertaining to human services contract administration
- relevant policies, regulations, methods and procedures with regard to contracting and contract processing
- insurance requirements pertaining to human services contracts
- proofreading techniques
- correct grammar, spelling and English usage

SNOHOMISH COUNTY JOB DESCRIPTION
CONTRACT COORDINATOR I – HUMAN SERVICES

Spec No. 2340

KNOWLEDGE AND ABILITIES (Continued)

- software applications including MS Word, Outlook, Access and Excel
- records archival requirements and processes

Ability to:

- communicate effectively, both verbally and in writing with other employees, departments, outside agencies, vendors and the general public
- establish and maintain effective working relationships with department staff, county staff, contractors, insurance companies/agencies and governmental agencies
- perform contract administration duties in support of department contracts
- research, interpret and apply relevant county code, federal, state and local laws, rules, regulations and guidelines within area of assignment
- organize and maintain information to assure all material records are accurate
- manage multiple assignments and projects to meet deadlines
- work independently with minimal supervision; prioritize and organize workload
- exercise initiative and judgment and make decisions within the scope of assigned responsibility
- prepare and maintain a variety of correspondence, reports and files
- operate personal computer, scanning and image converter equipment, and job-related software applications

SUPERVISION

The employee is supervised by the administrative division manager and receives directives from program supervisors, division managers and the Director of Human Services as appropriate. Work is performed with considerable independence and is reviewed through status reports, meetings and evaluation of results obtained.

WORKING CONDITIONS

Work is performed in an office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class established: May 2011
EEO Category: 5 - Paraprofessional
Pay Grade: 237 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous