



JOB DESCRIPTION

Job Title: **Contracts and Procurement Manager**

Reports to: Chief Financial Officer

Supervises: Yes

Job Code:

FLSA Status: exempt non-exempt full-time part-time other

Position Summary:

Supervises, monitors, communicates, and directs ELCOC procurement and purchasing functions to include contract administration and compliance; contract budget preparation and management; development of Coalition procurement strategies; and contractors' compliance with ELCOC's strategic plan. Assists Chief Financial Officer with short-term and long-term financial planning for the Coalition as well as revenue and expense projections, grant tracking and fiscal & program monitoring of sub-recipients. Ensures all new revenue streams are clearly understood for grant/contract management purposes. Must maintain all coalition employees', vendor and client information/data confidential.

Essential Job Functions:

Purchasing and Procurement

- Conducts, prepares, and reviews reports, studies contractual trends, publications, and research relating to operational trends and strategic program objectives.
- Directs procurement activities including coordinating with other departments to ensure that all phases of procurement operations are aligned with organizational strategy including the oversight of RFP processes as needed.
- Coordinates activities of contractual entities to ensure continuing operations, maximize returns on investments, and increased productivity.
- Cultivates best in class supplier relationships and performance by researching and qualifying suppliers, products, and services.
- Performs technical analysis of supplier's proposals, negotiates business and legal terms and conditions with suppliers and reviews in addition executes contracts.
- Develop the Coalition's procurement process and prepare documents that meet state and federal guidelines.
- Ensures that current and future Fiscal, Purchasing and Procurement policies and procedures are in compliance with Federal and State regulations.
- Maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts and/or grant agreements.
- Negotiates contracts for incremental savings to the organization.

- Monitors procurement accounts payable process to ensure timely and accurate payment of invoices and policy adherence.
 - Provides information to and collaborates with Directors concerning contractors' performance accountability.
 - Oversee the procurement transactions in a manner providing full and open competition consistent with ELCOC procurement procedures.
 - Responsible for researching and authorizing purchases for department.
 - Write, reviews and processes contracts.
 - Works closely with ELCOC legal counsel and staff on the development of contracts and contract changes.
 - Serve as liaison between the Contractors and the ELCOC.
 - Maintains a positive working relation with contractors, vendors, suppliers and the ELCOC.
-

Grant and Contract Management

- Assist with Budget development for grant/contracts pursuits and support continued budget planning of Coalition revenue streamline.
 - Ensure all grants/contracts deliverables and reporting requirements are clearly understood. Track due dates and submission of same.
 - Ensure timely preparation and execution of grants/contracts budget amendments.
 - Create templates as needed to expedite collection and submission of deliverables.
 - Oversee completion of sub recipients quarterly program monitoring and produce reports of same.
 - Coordinate Florida Office of Early Learning program/eligibility reviews and draft responses/corrective actions to Final Report as needed.
 - Assist with annual match fundraising event budget, financial reporting and analysis.
 - Any other duties or responsibilities to support the mission or responsibilities of the Coalition as assigned by the Chief Financial Officer
-

Compliance

- Update Coalition Fiscal/Purchasing/Procurement/Sub recipient Monitoring Policies and Procedures to remain compliant with Florida Office of Early Learning Requirements.
 - Conduct Quarterly Sub-recipient Compliance Monitoring and drafting Monitoring Reports of such monitoring.
-

Development/Training/Technical Assistance (TA)

- Train staff in cross-functional areas, as needed.
 - Assist with forecasting and analyzing spending variances of contracts/grants on a monthly basis as requested by Chief Financial Officer.
 - Other duties as assigned.
-

(This job description may not be all-inclusive, and employee is expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Ability to make mathematical calculations and balance a budget.
- Ability to organize, coordinate projects, set priorities, meet deadlines and follow-up on own and subordinates' assignments with little or no supervision.
- Manage time effectively.
- Ability to work in collaboration and foster teamwork amongst cross-functional teams.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of English business language with ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively communicate sensitive information and exercise sound judgment.
- Knowledge of basic customer service techniques.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Ability to establish and maintain effective working relationship with a variety of constituents.
- Ability to solve problem and deal with a variety of variables.
- Demonstrate knowledge of purchasing and procurement practices of Florida state standards and requirements.
- Proficient in the operation and use of a personal computers and computer software applications (Microsoft Office Suite). Ability to navigate the Internet.
- Knowledge of accounting software, preferably Abila Fund Accounting.
- Must possess a valid Florida Driver's License with ability to travel off-site locations.
- Ability to work flexible/hours schedule i.e. occasional Saturdays, or evening hours.
- Professional appearance and presentation.
- Occasional lifting of office equipment and supplies of less than 30 pounds

Education and Experience

- Bachelor's Degree in Business, Public Administration or relevant field required with a minimum of 5 years' experience in contract management.
- (4) Years of experience reviewing, monitoring, and/or negotiating grants and contracts or similar documents.
- Must demonstrate a strong working knowledge of federal and state government rules and regulations.
- Must demonstrate a strong aptitude for programmatic and financial implementation and management.
- Knowledge of early childhood services is beneficial – but not required.

Send Cover Letter and Resume to:

tbrady@elcoc.org

By Fax to: 407-749-0287

By Mail to:

Early Learning Coalition of Orange County

Attn: Theresa Brady Human Resources Manager

7700 Southland Blvd. Suite #100

Orlando, Fla. 32809