



POSITION DESCRIPTION

Senior and Disability Services Contracts Manager

Program Analyst

EMPLOYEE NAME: _____

Position Title: Contracts Manager

Division/Unit: Senior and Disability Services / Community Programs

Classification/Salary Range: Program Analyst / S&DS MgrConf Range 28

Supervisor: Division Director

FLSA Status: Exempt, Not overtime eligible

Representation: Management/Confidential

Position Location: Schaefers Building, 1015 Willamette, Eugene, OR, or other locations as needed

Position Purpose

The purpose of the Contracts Manager position is to support and develop Older Americans Act (OAA) programs, Oregon Project Independence (OPI), and other Senior & Disability Services community programs. This includes development and monitoring of related contract agreements and requests for proposals, new program and service implementation, and supervision of program staff as assigned. Additionally, this position will develop and update the S&DS Area Plan for Aging & Disability Services to the State of Oregon, conduct community needs assessments, prepare and reconcile required federal and program data reports, program monitoring and quality assurance for assigned programs, serve as a liaison to Advisory Councils, and conduct community engagement through participation in a variety of workgroups and meetings at the local level. In addition, the position manages assigned S&DS special projects.

Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.

Position Essential Functions

GENERAL STATEMENT OF DUTIES

1. Develops and submits the Area Plan for Aging & Disability Services for Lane County. Works with Division Director to track Area Plan goals and submit updates to the Community Services and Supports Unit.
2. Works with citizen advisory groups to:
 - a. Conducts public outreach to determine unmet needs of seniors and people with disabilities.
 - b. Gathers data through research and by conducting surveys, focus groups, public hearings, public workshops, and interest group presentations.
 - c. Analyzes and compiles collected data and research results, makes recommendations for Area Plan agency work.
 - d. Develops and implements programs in accordance with approved plans, and to build community support for identified programs.
3. Provides staff support for the Senior Services and Disability Services Advisory Councils including new member recruitment, agenda development, and member relations. Provides staff support to the Nominating Committees and Council advocacy efforts.
4. Develops Request for Proposals and oversees the RFP process for assigned contracts through completion; provides technical assistance to respondents; develops and implements scoring criteria for RFPs; and develops legal contracts, including specifications. Performs other duties related to the development and monitoring of Senior & Disability Services contracts with Fiscal support.
5. Evaluates assigned contractors and programs for effectiveness and efficiency. This is done in collaboration with the S&DS Advisory Councils and Community Services and Supports Unit, making on-site visits and compiling summary reports. Provides technical assistance as necessary.
6. Supervision Exercised: The Contracts Manager has the authority to recommend and/or participate in hiring, terminating, disciplining, resolving, or adjusting grievances for employees within their supervisory authority at the first step. This position coordinates, schedules, assigns, and evaluates the work of their direct reports, including part-time employees and volunteers. This position

is responsible for training, coaching, and mentoring staff. The Contracts Manager is a member of the Division's management team.

7. **Resource Responsibility:** The Contracts Manager will have considerable responsibility for recommendations involving effective use of employees and volunteers, and space, materials, and equipment, with only general checks for reasonableness of actions. Decisions must be made within policy guidelines. The Contracts Manager monitors invoicing for OAA, OPI, and other assigned programs. Works with LCOG Fiscal staff and the Department of Human Services regarding billing and required reporting. Provides Fiscal department the necessary information to pay invoices and complete OAA, OPI, and other grant or program billing.

8. Works with the Division Director to:

- a. Assist in the tracking for assigned S&DS program areas.
- b. Formulates and analyzes policy and procedures related to assigned S&DS programs; collaborates with program staff.
- c. Grant development, including: writing, reporting, and implementation.

9. Working collaboratively with Community Services and Supports Unit, S&DS staff, the Management Team, and other community partners, analyzes agency and community needs, develops and implements new programs including the development of demonstration and special projects; works on grants, operational policy, and program evaluation.

10. Annually and as needed, reconciles and reports statistical data and information to the State of Oregon. Oversees collection, entry, and integrity of NAPIS (National Aging Program Information System) data and other systems data required by Federal and State reporting guidelines.

11. Maintains and updates S&DS databases, websites, publications, and brochures as assigned.

12. Serves as the agency contact person in grievances related to the Oregon Project Independence and the Older Americans Act programs.

13. Represents S&DS at various state and local meetings for community development and engagement.

ADDITIONAL INFORMATION

Directly supervises positions as assigned.

Position-Related Decision-Making:

1. Oversees monitoring of contracts with only general checks for accuracy and reasonableness of action.
2. With guidance from Division Director, reviews and approves appropriate invoicing.

Other Duties of Position

Attends S&DS meetings and local and state training programs.

Supports division-wide fundraising projects and goal implementation.

Represents S&DS on community and inter-agency committees.

Provides back-up support to other positions in the office in case of absence or work overload.

Commitment to working effectively and collaboratively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.

Works to participate in the learning environment within the division.

Regular and on-time attendance.

Other duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE:

Bachelor's degree in social work, or related field, and three years of progressively responsible experience working within Senior and Disability Services or DHS working with seniors or people with disabilities; or any combination of education and experience that provides the occupant with the skills, knowledge, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

Work is done in a typical office environment, with some travel within the State.

Must pass a DHS Background Check.

Knowledge, Skills & Abilities

Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.

Ability to think creatively and respond to a changing environment.

Ability to analyze, monitor, and evaluate operations, and develop and implement corrective actions.

Ability to use computer-based applications including spreadsheets, word processing, and database programs.

Organized and able to manage time wisely.

Cooperative and collaborative attitude.

Ability to establish and maintain effective working relationships with employees, other agencies, community partners, and the general public.

Ability to work independently and as a member of a team.

Demonstrates sensitivity to the issues associated with low income, disability, diversity, and aging.

Ability to communicate effectively with participants, volunteers, and community members to promote their participation or resolve their concerns with professionalism and respect.

Ability to organize, plan, and coordinate multiple tasks with attention to detail; ability to handle multiple interruptions, maintain focus on tasks, and produce accurate work.

Considerable knowledge of legal requirements, standards, regulations, and laws applicable to providing services to seniors and adults with disabilities.

Signatures

Employee signature and
date_____

Manager signature and
date_____

Human Resources signature and
date_____