

SNOHOMISH COUNTY JOB DESCRIPTION
CONTRACT COORDINATOR II – HUMAN SERVICES

Spec No. 2296

BASIC FUNCTION

To coordinate, administer, and manage the action packages (including but not limited to Executive Council Approval Forms (ECAF'S), motions, ordinances, resolutions, matrices, and other documents as appropriate) and the contract process within the Human Services Department. To ensure compliance with federal, state and local laws and regulations, county code requirements and contractor insurance documentation.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates and processes grants, contracts and inter-local agreements and makes applications for such; board appointments, budget transfers, FTE increases; reviewing and preparing departmental action packages; prepares necessary documents; monitors the process throughout the Executive/Council approval process; ensures deadlines, guidelines and authorization requirements are met.
2. Coordination and processes agreements with agencies, vendors and subcontractors: proofs and corrects contracts and documents related to the contracting process; verifies documents for required information and appropriate signatures; and provides quality control to ensure documents are accurate and complete.
3. Performs lead role in the annual Grant Work Plan process in conjunction with annual budget process; reviews and assembles final Grant Work Plan; prepares required forms for Executive Office and Council approval; provides to department staff use in funding source approval process; and prepare year-end report as required per County Code.
4. Maintains and updates the department's Basic Terms and Conditions; ensures content is up-to-date and conform with federal, state and local laws, county code and other legislation as appropriate.
5. Researches legislation, state and federal laws, and county code to confirm specific requirements and cite basis information applicable to departmental contracts; develops and updates procedures to conform to changes in laws and funding agency requirements; communicates changes and trains departmental staff on such.
6. Act as a liaison with the Executive's Office, Council, Department of Finance, and Risk Management during the action package review and approval process, and other departments as required.
7. Coordinates with the County's Risk Management department, funding agencies, 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.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Creates and maintains department contract templates to include but not be limited to agency contract cover page and exhibits, legislative documents, and interdepartmental tracking sheets; updates documents as required based on federal, state or local law, county code and department procedures; secures approval from other county departments as required.
9. Leads, trains, and provides technical assistance to department staff, and reviews work of Contract Coordinator I.
10. Recognizes and advises appropriate staff members of potential contract problems, and/or potential efficiencies and improvements; researches solutions/efficiencies; recommends and implements updated procedures and improvements.
11. 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.
12. Creates and maintains electronic and hard copy files; preserves records according to federal, state and county laws and requirements.

STATEMENT OF OTHER JOB DUTIES

13. Performs related duties as required.
14. May perform all the duties of subordinate level employees.
15. Maintains contract manuals as needed.

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
- operations of Human Services Department and Snohomish County Government

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KNOWLEDGE AND ABILITIES (Continued)

- relevant policies, regulations, methods and procedures with regard to contracting and contract processing
- insurance requirements pertaining to human services contracts
- correct grammar, spelling, and English usage
- research methods and techniques;
- Microsoft Office Suite, including MS Word, Outlook, Access and Excel
- records archival requirements and processes

Ability to:

- communicate effectively, both verbally and in writing
- 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 with a high degree of accuracy
- 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 standard office equipment, including scanning and image converter equipment, and other 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](#)

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Class established: May 2006
Retitled: May 2011 as Contract Coordinator II
Revised: October 2017
EEO Category: 2 – Professional
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous