



POSITION DESCRIPTION

Position Title:	Contracts Specialist
Serving:	Citrus, Dixie, Gilchrist, Levy and Sumter Counties
Responsible to:	Contracts Manager
Basic Function:	This position works directly with the Contract Manager and Director of Finance to provide administrative, and operations support for the day-to-day operations of the Contracts Department.
Employment Status:	This position is classified as non-exempt status from the basic requirements stipulated by the Fair Labor Standards Act as provided by Section 13(a)(1) of the FLSA as defined by Regulations, 29 CFR Part 541

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assists with the preparation of contracts and agreements consistent with the policies and bylaws of the Coalition and in accordance with state statutes and FDEL requirements.
- Assists the Contracts Manager in monitoring subcontracts in accordance with contractual obligations as set forth by FDEL and Board approved policies and procedures relating to contract management.
- Maintain ongoing and frequent communication with the Contracts Manager and Director of Finance.
- Work closely with the Contracts Manager and Director of Finance to collect, compile, and analyze information regarding the overall implementation of contract deliverables.
- Assist in the development and processing of contract amendments, as appropriate.
- Ensure all contract support documentation (e.g. licenses, insurance, insurance affidavit, Gold Seal certificates and Public Entity Crimes form) is current. Report any changes to the Contracts Manager.
- Assist the Contracts Manager and/or Director of Finance with all reporting processes.
- Maintain the provider monitoring schedule for each county in the Coalition's geographical area.
- Monitor School Readiness provider contracts, in accordance with the Coalition's contract monitoring policy
- Monitor private Voluntary Pre-Kindergarten provider contracts, in accordance with the Coalition's contract monitoring policy.
- Provide technical assistance to early learning providers with regard to non-compliant areas as documented on the approved monitoring tools
- Maintain up-to-date knowledge and familiarity with state regulations and Coalition policies related to the contract monitoring process.
- Maintain reports and work with the Contracts Manager and Director of Finance to oversee compliance with program policy and procedures.
- Report results of program monitoring to the Director of Finance
- A high level of discretion is required. The incumbent must maintain confidentiality of all information entrusted to this position.
- Other duties as assigned.

EXPERIENCE/PERFORMANCE REQUIREMENTS: (Knowledge, Skills, and Abilities)

- Highly developed in oral skills and written communication and interaction.
- Knowledge of office procedures and equipment, including the application of electronic data processing and work in a web based environment.
- Must have valid Florida Driver's License and reliable transportation.
- Must meet ELCNC employment requirements including clearance of background screening.
- Must be able to establish and maintain effective working relationships with the general public, co-workers, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, gender or disability.
- Knowledge of Microsoft Word, Excel, and other office programs.
- Believes in and supports the mission of the Early Learning Coalition of the Nature Coast.
- Must have strong organizational skills.
- Must have a willingness to carry out the mission of the ELCNC

- Must be able to work independently and as a team member.
- Must possess a conviction about the capacity of people to grow and change.
- Must be able to forge mutually respectful partnerships with persons served.
- Must be able to maintain a professional appearance and behavior.
- Must be able to prioritize and meet deadlines.
- Must be able to research and analyze.
- Must be able to maintain confidentiality
- Must be able to maintain a positive attitude.
- Must adhere to drug free workplace policy and all ELCNC policies.
- Must be able to effectively and creatively solve problems.

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret periodicals, professional journals, or governmental regulations; write reports, business correspondence, effective present information and respond to questions from groups of managers, clients and the general public.

TYPICAL PHYSICAL DEMANDS

- Requires individual to perform a broad range of activities.
- While performing the duties of this job, the employee is regularly required to sit and talk and hear.
- Requires full range of motion, including manual and finger dexterity and hand and eye coordination.
- Requires corrected vision, speech and hearing to normal range, or special accommodations made of sufficient nature for completion of assigned tasks.
- Requires seated work at a desk, including use of a computer.
- Ability to lift 30 pounds.
- Ability to drive.
- Requires occasional automobile travel.
- Position requirements call for both indoor and outdoor settings: therefore applicants must be able to acclimate to changing temperatures easily.
- Occasionally requires working under stressful conditions or working irregular hours.

TYPICAL WORKING CONDITIONS

- Office and Telework Environment.

QUALIFICATIONS:

High school diploma or equivalent required.

COMPENSATION:

- Based on experience and credentials
- \$38,733– \$56,425 annually plus benefits

I have accepted the above-described position and acknowledge that this job description is not intended to be a contract for employment, and that the Early Learning Coalition of the Nature Coast reserves the right to make any necessary revisions to the job description at any time without notice. Further, I acknowledge and accept that my abilities to perform the tasks listed in this description are a condition of my employment.

Employee Signature

Date

Reviewed by _____

Date _____

Revised 12/1/2025