Early Learning Coalition of the Nature Coast

POSITION DESCRIPTION

Position Title: Contracts Analyst

Serving: Citrus, Dixie, Gilchrist, Levy and Sumter Counties

Responsible to: Director of Contracts and Technology

Basic Function: This position works directly with the Director of Contracts and Technology 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:

- Create and maintain informational profiles for prospective providers interested in having their information shared through the Coalition's designated systems.
- Coordinate and verify the annual updating of existing provider profiles, ensuring information remains accurate, complete, and current.
- Communicate with prospective Providers interested in establishing School Readiness and Voluntary Prekindergarten contracts and provider guidance regarding contract requirements and initiation procedures.
- Prepare and process Provider contracts and agreements in accordance with Coalition policies, state statutes, and Division of Early Learning requirements.
- Maintain assigned Provider contracts and all supporting documentation, ensuring records are accurate, complete, and current.
- Prepare, process, and maintain contract amendments as necessary.
- Ensure all required Provider documentation, including licenses, insurance, insurance affidavits, Gold Seal certificates, accreditation certificates, and Public Entity Crimes forms, remains current.
- Maintain tracking documents to monitor expiration dates of provider documentation, licenses, credentials, and other required records.
- Communicate with Providers to request updated documentation and follow up on missing, expired, or incomplete records.
- Maintain Provider contract files, electronic records, and contract-related tracking workbooks.
- Conduct School Readiness and Voluntary Prekindergarten Provider contract monitoring in accordance with Coalition policies and procedures.
- Maintain Provider monitoring schedules and ensure required monitoring activities are completed within established timeframes.
- Identify and document areas of noncompliance and conduct appropriate provider follow-ups to ensure corrective actions are completed.
- Provide technical assistance to Providers regarding contract requirements and identified areas of noncompliance.
- Conduct Health and Safety reviews through the CARES system in accordance with applicable requirements.
- Maintain, track, and file Health and Safety review documentation and follow up on outstanding requirements.
- Collect, compile, and maintain information regarding Provider contract deliverables and compliance.
- Prepare and maintain reports related to contract administration, Provider documentation, and monitoring activities.
- Report contract compliance concerns, monitoring results, and outstanding provider requirements to the Director of Contracts and Technology.
- Maintain ongoing communication with the Director of Contracts and Technology and other Coalition departments regarding contract administration and provider compliance.
- Maintain up-to-date knowledge of School Readiness, Voluntary Prekindergarten, state regulations, and Coalition policies and procedures.
- 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 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 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 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
- Hybrid work environment consisting of in-office, remote/telework, and field-based responsibilities.
- Requires travel to provider locations throughout the Coalition's five-county service area to conduct contract monitoring and other assigned activities.
- Work location and schedule may vary based on departmental needs and assigned responsibilities.

QUALIFICATIONS:
High school diploma or equivalent required.

COMPENSATION:
- Based on experience and credentials
- $43,882– $63,939 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 Signature **Date**