



Please submit resumes to:
Brandy Brannon, Director of Human Resources
Email: Brandy.Brannon@etcog.org (*preferred*)
East Texas Council of Governments
Human Resources
3800 Stone Road, Kilgore, TX 75662
Ofc: (903)984-8641 ext. 236 Fax: (903)983-1440

Working Title: Contract Specialist I
Division: Workforce Development Programs
Reports to: Section Chief-Contract Services
State Classification: Contract Specialist I

FLSA Status: Exempt Non-Exempt

POSITION SUMMARY:

The Contract Specialist I is responsible for preparing contracts for the delivery of workforce services and for administration of those contracts. The position will also be responsible for processing financial reports and invoices from service providers, preparing written administrative directives for contractors and other duties as may be assigned. The Contract Specialist I is expected to show considerable initiative and independent judgment.

SUMMARY OF ETCOG'S WORK

ETCOG is a voluntary association of counties, cities, school districts and special districts within the fourteen-county East Texas region. ETCOG assists local governments in planning for common needs, cooperating for mutual benefit and coordinating for sound regional development. Established in 1970, ETCOG, either directly, or through its contractors, provides programs and services for East Texas seniors, employers, and job seekers. ETCOG and its contractors also builds the 9-1-1 emergency call delivery system, provides peace officer training and homeland security planning services; and delivers rural transportation services, business finance programs, and environmental grant funding for its region.

SUMMARY OF WORKFORCE DEVELOPMENT PROGRAMS' WORK

The Workforce Development Programs division is unique in that these ETCOG employees are staff for the East Texas Workforce Development Board dba Workforce Solutions East Texas Board. The mission of the Workforce Solutions East Texas Board is to improve the quality of life in this area through economic development by providing a first-class workforce for present and future businesses.

The Workforce Development Programs division is comprised of five sections: Planning and Board Support; Monitoring and Technical Assistance; Management Services; Contract Services, and Childcare Coordination. The Contract Services section serves

as the contracting and financial management link between the Texas Workforce Commission and other grantors; the WSETB subcontractors, and the ETCOG Finance division.

Description of Work

This position maintains obligation and allocation reports for the Workforce grants and maintains contract files; reviews financial and programmatic reports from contractors; participates in contract negotiations; prepares contracts for delivery of workforce development services, cost reasonableness analysis and price estimates, contract modifications, and administrative directives; and monitors compliance with contract performance requirements and reports results to Section Chief-Contract Services and other appropriate staff.

SUPERVISORY RESPONSIBILITIES (0%)

At this time the position is not expected to have a supervisory role.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of basic principles of governmental contracting, particularly for human services programs.
- Knowledge of workforce program regulations.
- High skill level in Microsoft Word and Excel.
- Ability to prepare clear, concise and complete reports, correspondence and other written materials.
- Ability to communicate complex ideas orally and in writing.
- Ability to work under pressure and meet deadlines.
- Maintain a professional appearance and demeanor in the presence of others.
- Ability to establish and maintain positive and cooperative working relationships with all levels of ETCOG staff, the Executive Committee members, Board of Directors, the Workforce Solutions East Texas Board, and the general public.
- Strong interpersonal and organizational skills and an ability to work independently without supervision.
- Available to travel to attend trainings, meetings and workshops.
- Ability to work at a computer for extended periods of time, as required.
- Must follow all health and safety related job practices.

-Willing to perform other job related duties that may be assigned.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in business administration, public administration, or a field closely related to workforce development programs is required. The requirement for a Bachelor's degree may be waived for an individual with five years experience in administering a workforce program.

SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS

Must have reliable transportation, liability insurance as required by law and a valid Texas Class C driver's license with a good driving record.

COMPENSATION

Temporary Full-time Position: Up to six-months.

Minimum Hourly Wage: \$15.38 per hour