

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV80125
Job Class Code:	670	Salary Schedule:	ASRRCONTR
EEO Category:	02	Grade:	21
Workers Comp Code:	8810		

Job Code Established:	01/01/96	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Contracts and Quality Evaluation Series

JOB CODE TITLE: CONTRACTS MANAGEMENT SUPERVISOR I

HRIS TITLE: CONTRACTS MGT SPV I

CHARACTERISTICS OF THE CLASS: Works under direction of a Program Administrator, exercising considerable discretionary judgment within established policies and procedures. Has the authority to approve contractual agreements, budget amendments, expenditure reimbursements; assign work to and evaluate performance of subordinates. Within a specialized program, supervises a work unit engaged in a variety of contract management activities; monitors contract expenditures; advises contracting agencies; writes reports, memoranda and correspondence. Work product consists of functioning work unit; contracts and procedures in compliance with Federal regulations; negotiated contractual agreements; cyclical programmatic and fiscal reports; consultation provided to contracting agencies. Responsible for the timeliness, accuracy and quality of work products; effectiveness of the work unit.

EXAMPLES OF DUTIES: Devises a schedule of work or itinerary, agenda, or timetable for subordinates on a daily or weekly basis within a work unit. Directs, instructs, explains and counsels subordinate workers in carrying out a variety of tasks. Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement. Problem solving: resolves problems and questions presented by subordinate workers regarding work methods and processes. Reads, examines, and reviews reports prepared by subordinate workers or officers; makes corrections, adjustments, raises questions, routes back to writer or approves. Advises, instructs, and explains technical matters to staffs and directors of federally funded operations and projects. Confers with staff and representatives of other division, sections, or work units of own agency in order to agree on decisions, clarify information, and resolve common problems. Confers with staff of agencies in other states or other levels of government with regard to joint actions taken or to be taken, or in exchange of vital or useful information.

Compiles information for, and writes, periodic reports on activities of a work unit. Confers with and advises local government officials and staff in proper reporting of required statistical information. Composes periodic reports to Federal government (or to other funding organization) on progress of funded grant programs. Confers with agency officials, staff members and representatives of other agencies to acquire information needed for immediate determinations or decisions. Reads and studies Federal regulations, program guidelines and related documents to gain knowledge and understanding of Federally-funded programs. Confers with and advises staff members of own agency or work system, applying knowledge and skills of own technical specialty. Participates in the development of an annual plan of work activity, including statements of scope of activity, goals and objectives; studies materials, confers with others involved, constructs assigned aspects and participates in formulation of final product. Attends work unit staff meetings as chairman; directs discussion, explains, listens, guides problem-solving processes, resolves conflicts, participates and leads in decision-making. Performs related work as required.

WORK CONDITIONS: Occasional statewide travel and overnight stays away from home base; significant involvement in conflict resolution.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and State laws and statutes governing contractual agreements; Federal and State funding rules and regulations; fundamentals of budget development and expenditure controls; community resources available to meet needs of program clientele; contemporary service programs and delivery systems in public agencies; Federal laws governing assigned program areas; policies and procedures established for the work system; principles and practices of work leadership and management.

Skill/Ability to: apply the principles and practices of work leadership and management; communicate verbally and in writing; interpret, analyze and evaluate programmatic and fiscal data; interpret the laws, rules, regulations governing the assigned program areas; negotiate contracts; establish and maintain work relationships contracted and governmental agency representatives and citizen advocacy groups.