



Perry County Job and Family Services

External Posting

Full-time Employment Opportunity

Classification: Contract Evaluator

Location: Perry JFS

Pay Scale: 30

Post Begin: April 16, 2021

PCN: 10504

Working Title: Contract Evaluator

Core Hours of Work: 8AM – 4:30PM

Starting Rate: \$22.60

Post End: May 14, 2021 or until filled

Applications are available online https://www.perryjfs.org/agency_human_resources.html. Submit **resume**, and **application**, and **3 professional references** - attention B. Newell HR Administrator, Perry County Job & Family Services, 212 S. Main Street PO Box 311, New Lexington, Ohio 43764. Or by email – BRENDA.NEWELL04@JFS.OHIO.GOV

Deadline for application: May 14, 2021 or until filled

Job Duties:

The Contract Evaluator (CE) is a full-time position that reports to the JFS Director. The CE is responsible for the administration of contracts to include development, maintenance, and oversight. Responsibilities include but are not limited to: data analysis, projections, and monitoring that evaluates the outcome determinants and reports the resulting data out to stakeholders. Candidates must have knowledge and/or experience in the following:

- Develop Contracts, MOUs, Plans and other legal documents for JFS business
- Write and create contracts/documents utilizing existing templates
- Review and submit contracts for final approval
- Oversee, monitor, and audit Contracts, MOUs, Plans and other legal documents
- Evaluate contracts and other agency documents
- Analyze data, prepare various reports, and explore outcome determinants
- Create and maintain records including financial statements
- Create and evaluate Request for Proposals (RFPs)
- Document, record, and monitor vouchers, bids, and quotes related to agency business
- Collect Operational data and report for all JFS' units (PA,CSEA,SS)
- Collect data for all units organized and analyze for agency reporting
- Serve as the JFS' stakeholder point of contact for administration of contracts
- Monitor and conduct contract audits for compliance



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- Act as liaison between JFS and community partners and stakeholders
- Use discretion in determining compliance with prescribed procedures or statutes
- Develop and nurture stakeholder partnerships
- General clerical duties
- Collect, analysis and evaluate information
- Prepares materials for presentations
- Project management – assist and analyze
- Organizes and facilitates meetings
- Other assigned duties

Knowledge, Skills, and Experience

- Knowledge of all agency departments, Administration, Social Services, Workforce, Public Assistance and Child Support Enforcement
- Knowledge of Federal, State, local and agency policies, law, and regulations
- Knowledge of JFS programming, rules, and regulations
- Knowledge of related Ohio Revised Code (ORC), Ohio Administrative Code (OAC) and various compliance criteria
- Knowledge of and experience with government processes and functions
- Skilled in conflict resolution and resolving discrepancies
- Experienced and skilled with Microsoft office, Excel, Word, ppt,
- Extensive computer and technology skills
- Public speaking

Minimum Qualifications

- Completion of undergraduate major core coursework in business administration with a focus on legal studies or related field. Also requires one year of experience in contract writing and negotiation.
- Or three courses or eighteen months experience in business law, two courses or twelve months experience in accounting, one course or six months experience in written communication for business, one course or six months experience in finance, and one course or six months experience in typing, keyboarding or word processing.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires no unusual physical demands. Most of the work is sedentary and performed in an office setting. The incumbent is required to lift paper or other office supplies



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which typically weigh less than five (5) pounds. The position involves very limited probability of any injury, but minor risks to injuries involving an office setting, such as tripping and falling, do exist.