

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Contract Support Specialist**

DEPARTMENT: **Transit**

DIVISION: **Community Services**

GENERAL DESCRIPTION:

Specialized work involved in the provision of a wide range of financial administrative support functions within the assigned department. Assists with the annual budget preparation and daily functions including accounts payable, accounts receivable, contract compliance and grant invoicing. This position requires judgment, excellent communication and organizational skills. Works closely with contractors and the public.

ESSENTIAL JOB FUNCTIONS:

1. Assists with all aspects of compliance relating to the contract(s).
2. Manages the daily activities of program operations. Tracks and ensures that departmental and contractor inventory are in program compliance through periodic inspections.
3. Professionally responds to all customer inquires – recording and reporting resolution.
4. Maintain contract control records, ensuring contract compliance relating to all financial transactions. Invoicing funding sources and preparing required purchase requisitions/orders and invoices.
5. Assist in the preparation of all departmental and compliance manuals and manages and monitors their implementation.
6. Assists in the budget preparation.
7. Assist with preparation of additional data or correspondence as may be required by management or the provisions of the contract.
8. Assists with updating department policies and procedures as needed for compliance with funding sources.
9. Performs specialized and technical clerical and recordkeeping work with minimum supervision.
10. Compiles information and assists in preparation of Federal and State grant applications.
11. Assists in the preparation of daily and monthly compliance reports.
12. Conducts research, compiles facts, analyzes data, develops recommendations, observations or summaries and submits written and oral reports as directed.
13. In case of emergency or crisis situation (hurricane, flood, etc.), responds/performs recovery duties as assigned by immediate supervisor.

Contract Support Specialist

14. Regular attendance.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as requested.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the rules, regulations and procedures to the unit assigned.
- Ability to read and/or prepare a variety of forms and documents using proper format.
- Ability to utilize mathematical formulas; to add, subtract, multiply and divide numbers; to determine percentages and decimals, to analyze statistical data.
- Ability to communicate effectively both verbally and in writing
- Ability to work with people within the organization.
- Ability to review, analyze data and/or information.
- Ability to interpret written and oral instructions.
- Ability to exercise independent judgment, decisiveness and creativity to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to access, input, and retrieve information from a computer using Microsoft Word and Excel and other programs used for in the unit assigned.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Minimum two (2) years specialized clerical and financial experience, preferably in government.
- Previous experience in contract management functions preferred.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to operate a computer.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to answer telephone and provide information.

ENVIRONMENTAL CONDITIONS:

- Inside in an office environment.
- Works closely with others.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non - Exempt Status

4/1/11