



OPS CONTRACT MANAGER

PSN 64914026

Pay: \$25.00 per hour

Job Type: Full-time

Job Description

Location: Doral, FL

This is a highly professional position responsible for independent and highly complex administrative and or programmatic work involving the development and management of contractual agreements in the Contract and Services Division of the Florida Department of Health in Miami-Dade County, in accordance with pertinent Federal and State Laws, Rules and Regulations. This is administrative and consultative work involving identification and resolution of operational and problem solving for the Department. The incumbent in this position will be responsible for conducting administrative and/or programmatic activities involving monitoring, evaluating, formulating and analysis of contracts. Specific duties and responsibilities are as follows:

Draft agreements, Memorandum of Agreements, Invitation to Bids, Request for Proposals, and Invitation to Negotiate. Undertakes face-to-face negotiations with sophisticated providers of services in order to enhance the opportunities of drafting contracts and memorandum of agreements which will assist the achievement of the Department's strategic objectives in these partnerships and for the benefit of the community. These negotiations involve not only the development of new contracts but also renewals and interim revisions during the fiscal year. As necessary, prepares and coordinates assignments pertaining to these contracts. Review statutes, policies and procedures pertaining to contract management, in order to provide interpretative guidelines to providers and to the Florida Department of Health staff. Maintains current on the up-to-date policies, procedures and guidelines. Provides daily consultation and assistance on contractual matters to management, fiscal, and programmatic staff on the operations of services.

Monitors the providers performance, at the minimum, annually to ensure compliance with contractual, fiscal, administrative, and programmatic terms and conditions. Consults with program supervisors and administrative staff to resolve programmatic, administrative and operational issues and problems. Reconciles FLAIR with contract log expenditures on a monthly basis. Reviews and audits provider's invoices to ensure contract deliverables are being effectively provided and expenditures are in compliance with established contract terms. Inspects, processes, and approves provider invoices for payment within established timeframes in accordance with Section 215.422, F.S.

Responsible for assisting in the marketing of proposals regarding public health services and special trainings provided by the Department of Health agencies as well as other appropriate industries as they may relate.

Maintain all required documentation in the contract manager's file in accordance with Department of Health Contract Management documentation requirements. Handles miscellaneous assignments and other duties as determined by the supervisor. Serves on various committees and attends workshops, seminars, conference, and training sessions to maintain and enhance professional development.

Preferred qualification: Master's Degree or equivalent in related education field.