

## MANAGEMENT ASSISTANT (CONTRACT DEVELOPMENT AND MANAGEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the director of assigned agency, this class develops policies, plans and procedures designed to insure that all contracts involving the agency achieve intended management objectives. This work involves coordination with appropriate County officials including the Law Department in the final agreement and approval of such contracts and on-going monitoring to insure compliance with all contractual provisions. Supervision is not normally a responsibility of this class although such may be exercised on an project basis. Technical advice and assistance is provided as required to by managerial and elected officials. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Plans, formulates and recommends program goals, objectives, methods and procedures for contract development and management to insure that agency objectives are met;

Formulates, in conjunction with agency staff local policies, systems, rules and procedures designed to enhance program success and compliance;

Insures administrative approvals including those of the Law Department and Board of Acquisition and Contract are secured;

Advises agency personnel of changes in policies, procedures and laws effecting contracts insuring that these are effectively integrated with ongoing operations;

Prepares and secures approvals on required contract renewals;

Develops procedures and operating guidelines related to contractual agreements;

Develops methodology for and monitors all aspects of contractual provisions for compliance;

Responds to audits and reports in writing as required;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of appropriate laws, regulations policies, agreements and procedures as they relate to area of assignment; thorough knowledge of the procedures involved with the developments of contracts except labor agreements; ability to identify program problem areas and critical factors and to develop realistic solutions; ability to prepare contract agreements; ability to establish and maintain effective working relationships; sound professional judgment, tact, integrity initiative; physical condition commensurate with the needs of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelors Degree\* and either: (a) three years experience in contract development or management; or (b) a Master's Degree\* in public or business administration may be substituted on a year for year basis for the experience specified in (a) above; or (c) graduation from a recognized law school; (d) a satisfactory equivalent combination of the foregoing training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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J.C.: Competitive  
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1

Job Class Code: E0613  
Job Group: XII