



## 211 LA COUNTY

---

INFORMATION AND REFERRAL FEDERATION OF LOS ANGELES COUNTY  
*Serving Los Angeles County since 1981*

Make a Difference in Your Community! Since 1981, 211 LA County has been a leader in the Information and Referral industry by providing access to comprehensive social services and disaster support for Los Angeles County residents, 24 hours a day, 7 days per week to over 28,000 health and human service programs.

---

<b>POSITION:</b> CONTRACT MANAGER	<b>REPORTS TO:</b>	<b>CHIEF OPERATING OFFICER</b>
<b>STATUS:</b> EXEMPT	<b>DEPARTMENT:</b>	<b>OPERATIONS</b>
<b>TO APPLY:</b> VISIT LINK BELOW TO APPLY: <a href="https://211la.bamboohr.com/jobs/view.php?id=22">https://211la.bamboohr.com/jobs/view.php?id=22</a>	<b>DATE:</b>	<b>JANUARY 3, 2019</b>
	<b>DEADLINE:</b>	<b>UNTIL FILLED</b>

---

### POSITION SUMMARY:

As a 211 LA County **Contract Manager** you'll ensure the consistent management of proposals and/or contracts and agreements (MOUs). This includes being responsible for the oversight of the contract management process, performing contract assignments or activities, contract document management, and may also include the development of contract proposals, scopes of work, and negotiations. A 211 LA County **Contract Manager's** role also includes close collaboration with various internal departments, including operations, workforce management, and finance, facilities, and IT.

### POSITION ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Act as a customer support liaison between 211 LA County and assigned contractors to promote effective communication.
- Oversee contract management process, including scheduling, and ensuring a timely execution of contract/project assignments or activities, also evaluating the compliance of contract requirements.
- Develop systems to ensure that contracts and proposals are properly filed and securely maintained.
- Maintain and communicate deadlines on deliverables and respond to inquiries about projects and/or contracts.
- Communicate on an ongoing basis with immediate manager the status of deliverables and project outcomes.
- Prepare and submit ad hoc, monthly, quarterly, and/or annual reports based on contracts or projects assigned.
- Participate in daily, weekly, monthly and/or annual planning processes as appropriate.
- Develop, implement, and deliver service delivery protocols and training as appropriate for varying projects or contracts assigned.
- Performs special assignments and other duties as assigned and in accordance with established Agency mission and values.

### IDEAL CANDIDATE WILL HAVE:

- Strong ethical and moral values.
- Effective organizational skills and the ability to handle multiple activities with changing priorities simultaneously.
- Outstanding written and verbal communication skills along with strong analytical skills.
- Ability to interact and to be responsive and persuasive at all levels within the organization.

- Effective and comprehensive computer skills including Microsoft Office.
- Ability to develop or conduct training to large group settings.
- Effective time management skills.
- Ability to make decisions quickly and based on data.
- Strong problem solving skills.
- Ability to work independently and in group settings; collaborative team work.

**PHYSICAL DEMANDS:**

As a 211 LA County **Contract Manager** you will regularly be required to: work at a desk, conference table and work at a computer for extended periods of time. You will be frequently required to walk and sit and occasionally required to stand. You occasionally will be required to drive to locations to attend meetings regarding contracts/projects. You will be frequently required to lift files and/or open filing cabinets.

**REQUIRED EDUCATION AND/OR EXPERIENCE:**

Bachelor's Degree or a minimum of 2 years equivalent experience. A minimum of 2 years comprehensive knowledge of business operations and managing compliance. A minimum of 2 years supervisory experience preferred. Previous experience managing contracts and/or project management highly desired.

**COMPENSATION RANGE:**

\$50,000 Annual Salary; Salary is commensurate with prior experience, education, and abilities.

**EMPLOYEE BENEFITS:**

- Full Medical, Dental, Vision and Chiropractic/Acupuncture Coverage.
- 401(k) Plan; with 4% Employer Contribution (After 1 Year of Employment).
- Employer Sponsored Basic Life Insurance.
- Voluntary Supplemental Life Insurance and Long Term Disability Insurance.
- Employee Assistance Program (EAP).
- Voluntary Pet Insurance (VPI).
- Voluntary Flexible Spending Account.

**Veterans or Former Military Welcomed**

211 LA County is an equal opportunity employer and complies with all applicable federal, state and local employment laws. 211 LA County strictly prohibits and does not tolerate discrimination because of race, color, religion, sex (including pregnancy), national origin, sexual orientation, gender identity or expression, age, disability, military status, or genetic information. This applies to all stages of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits and termination of employment.

211 LA County complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state or local law. Consistent with those requirements, 211 LA County will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. 211 LA County will also provide reasonable accommodations for an employee's sincerely held religious beliefs or practices, unless doing so will not create an undue hardship. 211 LA County prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim or cooperating in related investigations.