



## FULL-TIME EMPLOYMENT OPPORTUNITY

<b>Position Title:</b>	<b>Contract Developer</b>
<b>Location/Department:</b>	<b>Job &amp; Family Services/Administration</b>
<b>Beginning Hourly Pay Rate:</b>	<b>\$21.87+ 3.5% increase after completion of probation; Pay Grade 9</b>
<b>Classification:</b>	<b>Full-time, Classified, Non-Exempt, Non-Bargaining</b>
<b>Date Issued:</b>	<b>March 9, 2020</b>
<b>Application Deadline:</b>	<b>Until Filled (first review of applications will begin March 24, 2020)</b>

**Instructions:** Applicants interested in the above named position are to submit an employment application and a resume and a letter of interest to the Clark County Personnel Office, c/o Springview Government Center, 3130 East Main Street, Springfield, Ohio 45505 or fax to (937) 328-2486 or email to [hr@clarkcountyohio.gov](mailto:hr@clarkcountyohio.gov). Please be sure to specify skills and experience applicable to the position. Applications may be obtained in the Clark County Personnel Office located at Springview Government Center or at CCDJFS or OhioMeansJobs, both located on Lagonda Ave., or online at [www.clarkcountyohio.gov](http://www.clarkcountyohio.gov). Interested CCDJFS employees need only submit a current resume and a letter of interest.

### **Responsibilities:**

This position within Administration is responsible for development and coordination of Requests for Proposals, Requests for Quotes, formal and informal bids, quotes, formal and informal procurement of goods and services and other assigned duties related to the procurement, negotiation, execution and monitoring of contracts/subgrants. The employee is responsible for reviewing contracts and developing provider or program-specific monitoring tools to assess performance and compliance with contract provisions. The employee ensures that all procurements and contracts/subgrants are compliant with relevant rules and regulations. The employee provides internal and external trainings regarding CCDJFS procurement and contracting procedures, monitoring procedures and PRC plan compliance.

### **Minimum Qualifications:**

- Completion of undergraduate degree or equivalent work experience in contract and/or monitoring areas
- Experience in developing and delivering public presentations/trainings
- Two years of experience in Microsoft Office (all programs)

### **Preferred Qualifications:**

- Familiarity with government funding.
- Familiarity with public assistance programs.
- Familiarity with negotiating, drafting and monitoring contracts for a governmental agency.
- Familiarity with methods of procurement for a governmental agency.

**Note:** Additional consideration may be given for years and types of experience and education beyond the minimum and preferred qualifications, knowledge, skills, and abilities.

### **Benefits:**

12 Paid Holidays, Ohio Public Employees Retirement (OPERS), Health, Dental, Life Insurance, Tuition Reimbursement, Sick and Vacation Leave.

**\*Applicants needing accommodation for completing application or interview,  
please contact the Human Resource department at 937-521-2015.**

CCDJFS is an Equal Opportunity/ADA Compliance Employer, M/F V/H

CCDJFS does not discriminate on the basis of race, color, national origin, ancestry, sex, genetic information, sexual orientation, religion, age, disability or military status.