

ECONOMIC SUPPORT ADMINISTRATIVE SPECIALIST

DEFINITION

Under general supervision, to coordinate the development and dissemination of Request For Proposals (RFPs) and assure that division contracts with service providers are developed in accordance with departmental and county standards and incorporate measurable objectives consistent with program policy, adequate reporting requirements to assure that objectives are met, and proper fiscal controls. Receives and reviews reports from providers and alerts management to problems or any discrepancy in excess of pre-established tolerance level; functions as integral part of the division's management team in the design and implementation of policies, procedures and reporting mechanisms and further develops and maintains systems to assist in the smooth flow of information and implementation of adequate controls on division administrative activities including purchases, responses to correspondence and assignments, drafting and submittal of resolutions in conformity with standards and compliance with emerging state mandates.

EXAMPLES OF DUTIES

Issues RFPs and reviews responses; establishes schedules for planning, RFPs and contracting processes; meets with program and contract managers to ascertain program requirements; develops RFPs and procedures to reflect both technical and program requirements; recommends scoring systems, sets up review panels and collates results; receives and reviews responses for conformity to requirements and participates with staff in substantive reviews; drafts recommendations for selections together with needed rationale and documentation; drafts contracts and addenda to implement selections in conformity with county standards and processes approved contracts according to established procedures; meets with contract managers and agency staff through contract negotiations to assure that all technical and reporting requirements are met; drafts special provisions and addenda to conform to agreements reached in negotiation process and submits for review by contract managers and legal counsel; develops timetables and schedules for contract negotiation and review and expedites central county review process; reviews draft resolutions awarding contracts for completeness and accuracy; receives and reviews audits, other fiscal and program reports from contract agencies; reviews for conformity to county requirements and program plans and alerts contract and program managers to any discrepancies; develops and maintains internal systems to assure smooth flow of work, timely completion of priority tasks and smooth interface with external systems; internal systems will include mechanism to control special assignments, purchasing, processing of resolutions and certification requests; assists in identifying areas of operations which require additional systems development to improve workflow and accountability; meets with affected users including management staff, line supervisors, support staff to assist with identification of problems and proposed solutions; meets with staff in other divisions and departments to determine

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their timing and processing needs with respect to Economic Assistance Workers concerns; implements procedures/solutions developed in framework of management team; assists in development and implementation of economic support and work services program initiatives, including new state mandates and responds to special information requests as assigned; reviews requirements for new activities issued by state officials together with management to team and assists in determination of appropriate implementation steps; receives and reviews special information and reporting requests from state and other county agencies; determines whether or not requested information is readily retrievable; communicates program information and related needs to operating units, monitors responses and develops replies; receives and reviews reports of teens at risk of learnfare sanction; determines whether or not the family has an active case worker; provides notices and referrals to service/Urban League as appropriate; receives and reviews exception reports on program areas generated by state agency, e.g., child support redirection exceptions; forwards reports to appropriate supervisors, maintains tracking system and develops reports to meet state and management requirements.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to three years of paraprofessional work experience in a public human services department, community agency or relevant contract compliance program.

Knowledges and Abilities: Knowledge of social and economic conditions in the Dane County community; knowledge of the role and functions of human services agencies, welfare and health resources of the community; knowledge of state and local public assistance programs and procedural requirements; knowledge of principles and practices used in public sector request for proposal and contracting procedures. Ability to gather facts, analyze alternatives, accurately report and reach reasoned conclusions and recommendations; ability to organize time and multiple tasks, set priorities and meet tight deadlines; ability to organize voluminous materials and readily retrieve information; ability to communicate orally and in writing, including facility with complex regulatory materials; ability to communicate well both within and outside the organization; and ability to initiate and complete tasks independently without close supervision.