



## MAYOR'S OFFICE OF HUMAN SERVICES

### Operations Officer I

#### (Contracts Developer)

The Mayor's Office of Human Services is seeking a qualified individual to develop, implement, review and analyze various contracts for homeless services and other related projects. This position reports to the Director of Finance and involves no supervisory duties or responsibilities.

#### **Responsibilities of the Contracts Developer position include but are not limited to:**

- Develop and submit city, state, federal and other contracts, as well as Amendments to contracts and Memoranda of Understanding (MOU) to the Board of Estimates for execution and approval.
- Develop and ensure the timely implementation and approval of contracts by the Board of Estimates with service providers.
- Coordinate and serve as liaison for contract activities with City Departments of Law, Audits, and the Comptroller's Office to ensure that contracts are in compliance with the City's established legal and contractual requirements before presentation to the Board of Estimates for approval.
- Coordinate with agency management and Program Administration staff to ensure that contracts are developed to comply with applicable programmatic requirements and regulations.
- Implement an effective record keeping process for all Grant Agreements, Contract Agreements, Amendments to Contracts and MOU that are developed and received.
- Communicate and provide Technical Assistance to vendors with regard to regulatory requirements, Amendments to contracts, compliance with program requirements by the city and funding sources, and budget development as outlined in approved applications and Work Plans.

#### **The ideal candidate will have:**

- A Bachelor's degree from an accredited college or university, and
- Three years of experience in contract development, preparation and administration OR an equivalent combination of education and experience.
- Knowledge of the practices and procedures related to contract development, preparation and processing.
- The ability to interpret and explain City, State and Federal contract procedures.
- The ability to understand and interpret City, State and Federal program and compliance requirements.
- The ability to communicate and deal effectively with vendors, agency staff, and other personnel on the City, State and Federal levels.
- The ability to maintain records and write reports.
- Thorough Knowledge of Microsoft Excel and Word is a must.
- Working knowledge of Microsoft Access is a plus.
- Knowledge of fiscal and grant accounting is a plus.

**This is a non-civil service, full-time service position with a salary range of \$57,200 - \$91,700 and a comprehensive benefits package. Those considered for employment must authorize release of a criminal background check from the Maryland State Police.**

**To Apply:** Please forward resumes by regular mail or e-mail only to the attention of Ms. Susan Olubi, Director of Administrative Services, Mayor's Office of Human Services, 7 E. Redwood Street, 5<sup>th</sup> Floor, Baltimore, MD 21202; [Susan.Olubi@baltimorecity.gov](mailto:Susan.Olubi@baltimorecity.gov). No facsimiles accepted. Applications will be accepted on a continuous basis until filled.

**Baltimore City is an Equal Opportunity Employer**