

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Contract and Compliance Manager	<u>CLASS NUMBER:</u> 50207	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N18	<u>POSITION CONTROL #:</u> 021001
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (021000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Contract and Compliance Manager classification is to manage internal controls and procedures related to public procurement activities and contract administration, and to improve purchasing and contract compliance procedures.

JOB DUTIES:

Manage internal controls and procedures for public purchasing activities and contract administration. Manage contract templates for alignment with statutory requirements and County policy. Read, analyze and interpret federal, state, and local regulations regarding public procurement. Ensure the Purchasing Department/County is in compliance with the ORC, Ohio Administrative Rules, county rules, regulations, policies, procedures, purchasing and applicable collective bargaining agreements. Ensure procurements comply with grant or other funding requirements. Work with the County’s Office of Diversity, Equity and Inclusion on projects related to supplier diversity and SEBE tracking initiatives. Manage records retention, oversee the integrity and documentation of contract files, and ensure information is properly stored. Receive, analyze, log, and respond appropriately to public records requests.

Identify areas of improvement, suggest procedures to better coordinate procurement activity. Support the analysis of procurement and contract business practices and functional relationships to improve workflow, operating procedures and information sharing and accessibility. Recommend improvement of purchasing and contract compliance procedures. Provide contract and PO resolution compliance review. Track County procurement trends to identify potential avenues of savings.

Support agency partners in the documentation of issues of non-compliance with contract requirements and related actions. Identify barriers to compliance and develop and recommend remediation. Collaboratively create and update resource documents for staff and agency partners. Identify exceptions or changes that may be required in standard contract and solicitation provisions to accommodate unique circumstances. Perform pre-award and post-award functions. Maintain procedure manual and departmental reference materials. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Compliance Principles; Public Procurement Policies; Inventory Control; Management; Labor Relations; Supervision; Office Practices & Procedures; Agency Policies & Procedures. Skill in word processing. Ability to deal with problems involving few variables in familiar context; interpret variety of instructions in written, oral, picture or schedule form; add, subtract, multiply and divide whole numbers; recognize safety warnings; complete routine forms; maintain accurate records; cooperate with coworkers on group projects; establish friendly atmosphere within work unit.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor’s degree in finance, business administration, or related field with five (5) years of professional experience in contract compliance or related field; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, and to maintain department standards in carrying out and leading departmental activities and projects.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date