



Job Description & Classification Specification Lewis Mason Thurston Area Agency on Aging

Contracts Manager

FLSA Status: Overtime Eligible/Non-Exempt
2024 Salary Range: \$64,286 - \$85,474 Annually
Reports To: Contracts Management Supervisor
Supervisory Responsibilities: No

JOB OVERVIEW

Performs professional and technical work in the administration and planning of social and support services for the elderly and younger disabled. Develops, manages, and monitors contracts with service providers and vendors. Researches, analyzes, and develops policy and program recommendations in conjunction with community members, advisory councils, elected officials and other staff.

Job requires excellent written and oral communications and the ability to present information to a wide variety of agencies and individuals. Employee has regular contact with state, county, and local community agencies. Job requires periods of concentrated attention, ability to prioritize, and to work with a variety of issues at the same time.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES

- Analyzes social and health services programs to provide problem identification and resolutions.
- Designs implementation strategies for designated priorities.
- Develops Requests for Proposals (RFP), Requests for Qualifications (RFQ) and contracts for social and health services.
- Develops program objectives, evaluation criteria, and evaluation methods.
- Monitors contractors for contract compliance, including developing corrective action plans.
- Reviews contract budgets and approves invoices.
- Provides technical assistance and support to contractors and other community agencies.
- Develops program policies and procedures.
- Interprets Washington Administrative Codes (WACs), and other state and federal governmental regulations, guidelines and official documents.
- Assists in the development of annual and special plans.

- Facilitates and provides staff support to a variety of committees and task forces.
- Maintains records and researches issues, developing reports and recommendations as necessary.
- Prepares and presents oral and written reports to advisory boards, elected officials, community groups and other agencies; represents the Area Agency on Aging to the community and other groups.
- Travels to meetings and contractor locations.
- May occasionally travel to client homes.

OTHER JOB FUNCTIONS

- Participates in meetings and training as required or appropriate.
- Performs other duties as assigned.

CORE COMPETENCIES & JOB REQUIREMENTS

- Works under general supervision, handling many details on own initiative and deciding appropriate actions within established guidelines and procedures.
- Excellent written and oral communication skills.
- Ability to understand federal, state, and local rules, regulations and guidelines pertaining to long term care and support services.
- Ability to read, write, speak and interpret information in English.
- Demonstrated skills in objective analysis and problem solving.
- Ability to organize and manage own workload in an efficient and effective manner.
- Ability to learn and master new job responsibilities.
- Ability to work effectively, both independently and as a member of a team.
- Ability to use sound judgment and tact in dealing with contractors, clients, and members of the public and in interpreting regulations, policies and procedures.
- Valid/current WA State Driver's License with current automobile insurance.
- Successfully pass a background check according to DSHS/ALTSA and agency policies.
- Ability to work in a variety of computer program platforms.

EDUCATION & EXPERIENCE MINIMUM*

- Bachelor's degree in gerontology, social work, psychology, public administration or related field, and three years of paid professional experience with aging, long term care, disabilities or other social and health services programs; or
- Master's degree in gerontology, social work, psychology, public administration or related field, and one year of paid social services experience.

**An equivalent combination of related education, training and experience that demonstrate the knowledge, skills and ability to effectively perform the essential functions of the position may be considered.*

PREFERRED EXPERIENCE

Knowledge of local service networks and contract management; experience working in a social services setting.

WORKING CONDITIONS

- This position requires an ability to perform office functions in a hybrid work model, which includes working two days per work week in a designated Agency office and the remainder of the week in a designated home office. Work is performed indoors in an office environment, usually weekdays between the hours of 8:00 AM and 5:00 PM.
- Travel is required within Lewis, Mason and Thurston counties and occasionally to other parts of the state.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

DISCLAIMER

The statements contained herein reflect general details as necessary to describe the essential functions and core competencies of this position, the level of knowledge and skill typically required and the scope of responsibility. This job description, while comprehensive, should not be considered an all-inclusive listing of work requirements or tasks. Individuals may perform other duties as assigned.

This Agency is an equal opportunity employer and is committed to working with its employees to reasonably accommodate them with the physical aspects of a position. Qualified applicants are considered for employment without regard to race, creed, religion, color, age, sex, national origin, marital status, veteran status, sexual orientation, or the presence of any sensory, mental, or physical handicap, or any other protected characteristic as outlined by federal, state, or local laws.