



California Institute for Behavioral Health Solutions Job Description

Employee's Name:
Job Title: Contracts Administrator
Department: Finance
Reports To: Director of Finance
Salary Range: \$72,604 - \$90,650
FLSA Status: Non-Exempt
Prepared By: Human Resources
Prepared Date: January 2023

Our Values: Recovery & Resiliency, Anti-Racist, Innovation, Continuous Improvement, Customer Commitment, Cultural & Linguistic Inclusion, Outcomes-Driven, & Health Equity.

Position Summary: Under the direct supervision of the Director of Finance, the Contract Administrator is responsible for managing, including reviewing, executing, and processing, CIBHS business contracts for financial agreements and business proposals. This position will work with leadership to establish CIBHS' goals and ensure each contract meets these objectives and conforms to legal requirements while collaborating with fiscal and administrative staff to monitor contractual obligations.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Contract Development and Managing (60%)
 - Liaise with leadership to craft, evaluate and execute a wide variety of contracts between CIBHS and contractors, customers, and vendors.
 - Support negotiations of claims, manage contractual changes and resolve disputes or conflict resolution with Contractors.
 - Maintain records for correspondence and documentation in relation to established contracts and those in progress.
 - Communicate and present information, including monthly reports, to CIBHS leadership about all contract-related matters.
 - Request new project codes from Director of Finance when needed.
 - Enter new contracts, amendments, customers, and vendors into Insight and QuickBooks, updating as necessary.
 - Utilize Insight contract activity log to track important updates.
 - Review contracts for completeness by ensuring the following are included:
 - Start/End Date
 - Scope of Work
 - Budget
 - Project code
 - Insurance, W-9 and licenses (where required)
 - Review contract terms and conditions to identify potential vulnerabilities and resolve with project managers.
 - Monitor contracts and move forward with close-out, extensions, or renewal according to best practices for CIBHS.
- Customer Service (40%)
 - Support the program manager to ensure the contracts are properly executed.



- Solve any contract-related problems that may arise with other parties and internally with CIBHS program managers.
- Create and maintain relationships with suppliers and serve as the point of contact for matters concerning contracts.
- Responsive to contractors, customers and vendors' needs.
- Work with internal and external parties in a professional and courteous manner.
- Identify inconsistencies between contract language and CIBHS policies, and work with project staff to identify a solution.
- Ensure all insurance policies are up to date and that coverage is sufficient to meet contract requirements.
- Other Essential Duties
 - Participate in cross-training and provide temporary relief during staff shortages.
 - Regular, predictable attendance is required.
 - Ability to get along and work effectively with others and in a team environment.
 - Adhere to all CIBHS policies and procedures.

Supervisory Responsibilities:

This job has no supervisory duties.

Measures of Performance: The Contract Administrator shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. *Forward Thinking* - Anticipates possible problems and develops contingency plans in advance; Notices trends in the industry or marketplace and develops plans to prepare for opportunities or problems; Anticipates the consequences of situations and information and plans accordingly; Anticipates how individuals and groups will react to situation and information and plans accordingly.
2. *Technical Skills* - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others; Effectively applies technical knowledge to solve a range of problems; Possesses an in-depth knowledge and skill in a technical area; Develops technical solutions to new or highly complex problems that cannot be solved using existing methods or approaches; Is sought out as an expert to provide advice or solutions in his/her technical area.
3. *Customer Service* - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
4. *Written Communication* - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
5. *Attention To Communication* - Ensures that others involved in a project or effort are kept informed about developments and plans; Ensures that important information from his/her management is shared with his/her employees and others as appropriate; Shares ideas and information with others who might find them useful; Uses multiple channels or means to communicate important messages (e.g. memos, newsletters, meetings).

6. *Teamwork* - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Listens and responds constructively to other team members' ideas; Offers support for others' ideas and proposals; Is open with other team members about his/her concerns; Expresses disagreement constructively.
7. *Professionalism* - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
8. *Dependability* - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
9. *Customer Orientation* - Quickly and effectively solves customer problems; Talks to customers to find out what they want and how satisfied they are with what they are getting; Lets customers know that he/she is willing to work with them to meet their needs; Finds ways to measure and track customer satisfaction.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's Degree in Contract Management, Business Administration or related field.
- Certified Professional Contract Manager (CPCM) a plus.
- Related experience may be permitted on a case-by-case basis.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports, and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



Computer Skills: To perform this job successfully, an individual should have knowledge of Microsoft Office Suite of products with advanced knowledge/skills in Microsoft Excel, QuickBooks, and Internet software.

Other Skills and Abilities:

- Excellent communication skills, both oral and written.
- Demonstrated critical thinking skills.
- Flexible and able to work independently.
- Able to work with diverse groups and communities.

Physical and Emotional Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.



Acknowledgements: I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand that the company retains the right to change this job description at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the “Essential Requirements” of the job outlined herein, except as noted here (If none, so state): _____

I certify that I am fully capable (with or without a reasonable accommodation) of performing all of the essential functions documented herein, and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I do not require an accommodation in order to perform the essential functions of this job as indicated in this job description.

I require an accommodation in order to perform the essential function of this job as indicated on this job description. The accommodation I require is:

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is “at will,” for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

I understand that I am an exempt employee and therefore, may be required to work in excess of 40 hours per week without overtime compensation.

Employee’s Signature

Date

Supervisor’s Signature

Date