

Rio Arriba County

Vacancy Notice

Human Resource Department

1122 Industrial Park Road

Espanola, New Mexico 87532

Telephone: (505) 753-2992 Fax: (505) 753-9397

Web: www.rio-arriba.org

Position: Grants/Contracts Coordinator

Positions Available: 1 **Department:** Manager's Office/Espanola

Opening Date: June 11, 2021 **Closing Date:** Open until Filled

Starting Pay: \$21.56 an hour

Rio Arriba County (RAC) Manager's office is seeking a motivated individual for the position of Grants/Contracts Coordinator. This position is responsible for the programming of new proposed construction projects for different agencies and architectural/engineering firms. Included in this task, this office also oversees the completion of plans and specifications, bidding phase, negotiations phase, contract recommendation and award phase, and the construction phase to turn-key operations.

Principle Duties and Responsibilities:

- Ascertains what specific service is provided and determine the benefit the County will derive from the contract;
- Ensures contract has a well-defined cost, maximum cost ceiling and explicit terms and conditions of payment;
- Ensures sufficient funding is available for payment of contract;
- Determines issues related to contracting part's status as an independent contractor or employee of the County;
- Ensures adequate maintenance of records by contracting parties;
- Ensures the County's interest is protected in matters of liability associated with execution of contract;
- Reviews contract compliance with conflict-of-interest statutes;
- Reviews and approves amendments to contracts;
- Reviews contracts for compliance with federal regulations if Federal funds are involved;
- Reviews construction contracts for adequate performance, labor and material bonds;
- Reviews contracts for adequate liability coverage;
- Ensures all contracts comply with applicable civil rights laws and regulations;
- Reviews contracts to ensure adherence with the provisions of State Purchasing Act;
- Ensures statutory authority of agencies to enter into contracts;
- Researches current industry practices on soliciting, evaluating and awarding contracts;

- Determines overall cost-effectiveness of state and GSA contracts;
- Develops and maintains resource rating files on individual contractors;
- Establishes procedures for solicitation of contracts;
- Evaluates proposed contracts and award contracts;
- Develops, establishes and supervises a computerized contracts information system;
- Monitors contract compliance on projects;
- Prepares and submits project reports and requests for cash to maintain adequate cash flow;
- Performs other duties as assigned by County Manager/Assistant County Manager.

Skills Knowledge and Abilities:

- Any combination of college education, training and experience in contract management, negotiation and/or Contract Preview, Public or Business Administration, Law, Budget or Accounting, Financial Management or related fields totaling eight (8) years, one year of which must have been experience in Grants Contract Management and/or Contracts Administration;
- Knowledge of the principles and practices of Contract Law;
- Knowledge of Federal and State laws, rules, regulations, policies and procedures governing contracts;
- Knowledge of State budget and accounting procedures;
- Knowledge of government structures, programs services and operations;
- Knowledge of Federal and State grant requirements;
- Knowledge of business and industry contract practices;
- Knowledge of Federal, State and Local building code requirements;
- Knowledge of agency goals and objectives in the delivery of services;
- Ability to read, understand, analyze and interpret contract terms, conditions, agreements and other pertinent documents;
- Ability to communicate effectively with contractors, builders and government agencies;
- Ability to research and compile data for reports;
- Ability to develop and maintain contract resource information systems and procedures;
- Ability to make judgmental decisions and/or recommendations affecting contract terms, conditions and agreements;
- Ability to negotiate contract fees and other terms with tact and diplomacy;
- Ability to maintain effective working relationships with other employees, government officials and private individuals;

Qualifications:

- Ability to perform essential duties as listed above;
- Employee will complete a pre-employment drug test;

- Valid New Mexico Driver's License;
- Employee must comply with all safety guidelines of the county;
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For more details on duties, responsibilities, and qualifications please contact Annabelle Almager, Human Resource Director at 505-753-2992*5325 or send e-mail to aalmager@rio-arriba.org

Starting Pay: As per 2020-2021 Rio Arriba County Salary
Schedule **Work Key Scores Preferred**

Interested Applicants may submit an Employment Application to the Human Resource Department in Tierra Amarilla or at the Espanola Annex Managers Office.

The County of Rio Arriba is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit and qualifications without regard to race, national origin, political affiliation, religious faith or absence thereof, sex, age, disability, or any other non-merit factors.