

Albemarle County Public Schools and Government Partnerships & Agreements Coordinator (6704)

JOB POSTING

Job Details

Title

Partnerships & Agreements Coordinator

Posting ID

6704

Description

**Partnerships & Agreements Coordinator (working title)
Contract Manager (official title)
Department of Finance and Budget**

Full-Time, 12 months
Exempt, Pay Grade 18
VRS-Eligible, Benefits-Eligible

Join the Albemarle County Team:

[Albemarle County](#) is one of the most desirable locations in Virginia and the nation, with an excellent school system, low taxes, low crime and unemployment rates, a skilled and educated workforce, and a wealth of cultural, historical, and recreational amenities in a beautiful setting.

It's our mission to enhance the well-being and quality of life for all citizens through the provision of the highest level of public service consistent with the prudent use of public funds.

We deliver this in a [diverse locality](#), with rural, suburban and urban characteristics. The **Albemarle County Core Values** are the foundation for all we do.

- **Integrity:** We value our customers and co-workers by always providing [honest and fair treatment](#).
- **Innovation:** We embrace creativity and positive change. Learn about this from the People of Albemarle. Have you heard about our partnership for an [autonomous shuttle](#) in Crozet?
- **Stewardship:** We honor our role as stewards of the public trust by managing our [natural](#), [human](#) and [financial](#) resources respectfully and responsibly.
- **Learning:** We encourage and support lifelong learning and personal and professional growth. We support our team through internal and external training opportunity. Check out our *free* in-house training opportunities.
- **Community:** We expect diversity, equity and inclusion to be integrated into how we live our mission. See how we're living out this value in the Office of Equity and Inclusion [2020 Annual Report](#).

We take care of our team, offering employees [BE WELL Albemarle](#) support to provide opportunities to understand and follow an active lifestyle that promotes a culture of good health and wellness.

We take care of the [environment](#), with a department dedicated to programs supporting Pollution Prevention (P2), Energy Conservation and other environmental initiatives.

The Contract Manager

The Albemarle County Department of **Finance and Budget** is actively recruiting a **Contract Manager** to join our team. The successful Contract Manager will oversee and manage the County's strategic contracts including memorandum of understandings (MOU) with its partner entities as well as its centrally managed goods/services. Drafts MOUs/contracts and oversees contract compliance. Assists with maintaining County leases.

The Expectations

Essential functions and responsibilities of **Contract Manager** include, but are not limited to, the following:

- Oversees database of partner entity memorandum of understandings
- Participates in MOU drafting, editing, and review
- Coordinates MOU/contract review with finance, legal, and other necessary departments
- Works closely with partner entities to ensure compliance with County policies and MOU criteria
- Archives partner entities' budget, accounting, and financial documents
- Gathers annual audit and Agreed Upon Procedure responses from volunteer fire companies
- Performs regular maintenance on MOUs including renewals, extensions, and updates
- Liaisons with Grants Team regarding grant related MOUs
- Works closely with Chief of Procurement regarding centrally procured contracts to include preparing necessary correspondence for contract performance issues, contract expiration dates, and recognizing if a need continues to exist for stated good or service
- Maintains renewal and solicitation timeline for centrally procured contracts
- Prompts departments when decentralized contracts are available for renewal or solicitation
- Assists in maintaining database of County-related leases
- Demonstrates and follows the Albemarle County Pillars of High Performance as we are all stakeholders, who share leadership, ownership, and responsibility for the County's vision, mission, core values, and strategic goals
- Follow the Leadership Philosophy, demonstrates the Core Values, and uses the Business Operating Principles as a guide for operating process and how the work is accomplished
- Provide every customer with an experience that is professional, empathetic, and responsive
- Promote cultural understanding and competency and an organizational climate of equity and inclusion

Performs related tasks as required.

THE QUALIFICATIONS

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Business Management/Administration or related area, combined with at least five (5) years increasingly responsible professional work in contract management or related work following local, state and federal regulations.

Knowledge, Skills and Abilities

Knowledge of contract management, structure, and flow. Understanding of local government financial regulations and legal contract compliance. Experience with local government budgeting, financial management, and procurement. Detail oriented with ability to manage short-term and long-term deadlines. Excellent communication skills - both written and verbal. Excellent customer service skills. Proficiency with Microsoft Office Suite (Excel, Word, Outlook, PowerPoint). Work involves internal and external communication and requires the knowledge of applicable Federal and State rules, regulations and State and Albemarle County policies and procedures.

THE PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Work is typically performed in an office setting. Frequent operation of computer office equipment is required. There is regular involvement with the County's Senior Leadership, including the County Executive, Deputy County Executive, and Assistant County Executive and various directors. Frequent contact with Department Heads, internal and external organizations at County and State level, employees and the general public is required.

THE SALARY RANGE

The hiring range for this position is \$57,850 - \$69,420 per year. Starting offer is based on applicable education beyond minimum requirements and internal equity. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, VRS retirement, and continuing education/training opportunities. This is a full time, FLSA exempt position. *Internal*

candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.

TRAVEL REQUIREMENT

Limited travel for this position.

TELEWORK ELIGIBILITY

Position is telework eligible as outlined in the Albemarle County Telework Policy.

DEADLINE FOR APPLICATIONS: Position open until Friday, April 22, 2022, 5:00 p.m. EST

PROCESS: For consideration please apply at <https://albemarleva.tedk12.com/hire/index.aspx>

EOE/EEO

Albemarle County is an equal employment opportunity employer, and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.

This position is subject to Emergency Management Order 21-3 and its amendments to protect our community against COVID-19. All employees, including new hires, are required to be vaccinated against COVID-19 OR to be tested for COVID-19 once per week if not vaccinated.

Shift Type
Salary Range

Full-Time
\$57,850.00 - \$69,450.00 / Per Year, depending on education, experience and internal equity

Location

Finance & Budget

Applications Accepted

Start Date **02/03/2022**
End Date **05/06/2022**

Job Contact

<i>Name</i>	Jacob Sumner	<i>Title</i>	Assistant CFO for Policy and Partnerships
<i>Email</i>	jsumner@albemarle.org	<i>Phone</i>	434-296-5855 x3398