

Upper Cumberland Human Resource Agency

Job Description

Job Title: Business Outreach and Contract Coordinator
Department: Employment and Training
Classification: Exempt
Reports to: Assistant Director

MAJOR DUTIES AND RESPONSIBILITIES

- Negotiates and maintains all contracts and modifications and ensures that the original signed copy is on file at UCHRA.
- Monitors all contracts to ensure providers/contractors are providing all services set forth in the contract and has submitted all required documents to UCHRA.
- Reviews all invoices from employers and contractors to ensure that they meet the appropriate accounting procedures and are in compliance with the contract.
- Routinely monitors contract performance and brings performance issues to the attention of the Assistant Director and the Policy & Contracted Services Administrator.
- Maintains a current roster of contracts with invoices and contract budget balances.
- Ensures that all providers/contractors are complying with and implementing applicable Federal requirements for persons with disabilities.
- Manages special projects/grants, which includes budget development, program oversight, monitoring, etc.
- Assist with data entry of all payments made to vendors, employers, training providers, participants, etc.
- Access VOS reports to provide information to use during monitoring, to track expenditures and obligations, to present to the LWDB, to ensure goals are being met, etc.
- Assist with contractor monitoring by checking VOS data (participant eligibility, case notes, follow-ups, etc.)
- Other related duties as assigned.

SKILLS / QUALIFICATIONS

- Graduation from an accredited four-year college or university with a degree in Business Management or similar discipline preferred. Equivalent experience in an administrative support role and/or direct experience in working with the WIA/WIOA program will be considered in lieu of degree
- Advanced computer competency/literacy skills are required. Applicants must have the ability to quickly learn computer software applications and follow directions in completing Technical Assistant requirements
- Effective verbal and written communication skills are required

- Ability to maintain professionalism and adapt in a rapidly changing atmosphere

ESSENTIAL FUNCTIONS

- Good verbal and written communication skills
- Detail oriented
- May be required to sit for prolonged periods of time
- Ability to multitask
- Function and complete job duties within an office environment
- Standing
- Seeing
- Hearing
- Lifting (up to 25 pounds)
- Stooping
- Climbing
- Walking
- Ability to concentrate
- Work without direct daily supervision
- Operate a motor vehicle
- Good public relations
- Dependable transportation

(Americans with Disabilities Act) ADA Statement:

The successful candidate must be able to perform the position's essential job functions with or without reasonable Accommodation.

DIRECTOR

Date

H.R. MANAGER

Date