

CONTRACTS MANAGEMENT SPECIALIST 2

- 531669
- PHOENIX, Arizona, United States
- REMOTE OPTIONS, Arizona, United States
- DEPT OF ECONOMIC SECURITY
- Social Work/Human Services
- Full-time

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DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona.

DES works with families, community organizations, advocates and state and federal partners to realize our collective vision: A thriving Arizona.

DES serves more than 3 million Arizonans. Our Mission is to strengthen individuals, families, and communities for a better quality of life.

CONTRACTS MANAGEMENT SPECIALIST 2

Job Location:

Division of Employment and Rehabilitation Services (DERS)
Rehabilitation Services Administration (RSA)
3425 East Van Buren, Phoenix, Arizona 85008
www.azdes.gov

Posting Details:

Salary: \$24.6569/ Hourly (\$51,286.35 Annually)

Grade: 19

Closing Date: Open until sufficient resumes are received.

Job Summary:

Would you like to be part of an amazing team that helps Arizonans thrive? At the Department of Economic Security (DES), we strengthen individuals, families, and communities for a better quality of life. DES is looking for individuals that are committed to service, community, and teamwork. To learn more about DES, please visit des.az.gov; or click on the link [here](#) to view 'Our DES' video. Come join the DES Team!

The Department of Economic Security, Division of Employment and Rehabilitation Services (DERS) strengthens Arizona communities by bridging and minimizing gaps to employment and independence.

DES is seeking an experienced and highly motivated individual to join our team as a Contracts Management Specialist 2 with the Rehabilitation Services Administration (RSA). This position is responsible for assisting in the management of Business Enterprise Program (BEP) contracts to include: authorizing funds, monitoring fiscal and programmatic aspects of contracts, and functioning as a primary contact for all BEP providers.

Travel will be required for client meetings, outreach/events and office coverage.

Travel will be required for State business. If this position requires driving or the use of a vehicle as an essential function of the job, then the following requirements apply. Any employee operating a motor vehicle on State business must possess and retain a current, valid class-appropriate driver's license, complete all required training, and successfully pass all necessary driver's license record checks. The license must be current, unexpired, and neither revoked nor suspended. Employees who drive on State business are

subject to driver's license record checks, must maintain acceptable driving records, and must complete all required driver training. An employee who operates a personally owned vehicle on State business shall maintain the statutorily required liability insurance (see Arizona Administrative Code [A.A.C.] R2-10-207.11).

This position may offer the ability to work remotely, within Arizona, based upon the department's business needs and continual meeting of expected performance measures.

The State of Arizona strives for a work culture that affords employees flexibility, autonomy, and trust. Across our many agencies, boards, commissions, many State employees participate in the State's Remote Work Program and are able to work remotely in their homes, in offices, and in hoteling spaces. All work, including remote work, should be performed within Arizona, unless an exception is properly authorized in advance.

Job Duties:

Essential Duties and Responsibilities include but are not limited to:

- Develop Scope of Work (SOW) for new solicitations and program vendors for contracts, prepare related program documentation; and review contract applications, certification requirements, verify accuracy of information provided and negotiate and prepare contracts and amendments for signature.
- Provide support on budget, expenses, payment, and inventory activity within the program. Contract administration functions; preparing and processing contract document records in alignment with Department record retention. Develop scope of work, services specifications, and other contract-

related documents, and respond to Request for Proposal (RFP) and Request for Quotes (RFQ).

- Provide technical guidance either in person or by phone in connection with contract specifications. Research public records for real estate locations to establish new permits, grantor agreements and contracts for vending and cafeteria operations.
- Adhere to BEP program mission, goals, policies, procedures, and best practices in managing contract services. Sign purchase authorizations, work orders and move requests for the Department.
- Participate and/or attend statewide contract meetings, seminars, inter-agency conferences, pre-proposal conference, contractors' trainings. Assist in proposing BEP contract budgets with proposed allocation to each vendor. After approval, provide program quarterly authorization to each contract vendor and make changes as appropriate, ensuring that funding is utilized each year. In state travel will be required.

Knowledge, Skills & Abilities (KSAs):

- Knowledge of Federal Laws pertaining to assigned program areas and policies and procedures established for the procurement system.
- Knowledge of Federal and State laws and statutes pertaining to contracting.
- Knowledge of Arizona procurement code.
- Knowledge of contract management.
- Knowledge of the fundamentals of budget development and expenditure controls.
- Knowledge of community resources available to meet the needs of the program clientele.
- Knowledge of Microsoft office work processing, database, spreadsheets, and internet/e-mail applications.

- Strong organizational skills.
- Effective oral and written communication skills.
- Excellent contract negotiation and interpersonal relationship skills.
- Effective problem resolution and decision-making skills.
- Excellent listening skills.
- Above average logical and creative reasoning skills.
- Ability to work independently and collectively with colleagues.
- Ability to multi-task and prioritize large volumes of work.
- Ability to analyze and evaluate guidance.
- Ability to provide effective guidance.
- Ability to maintain complex automated record keeping and tracking systems.

Selective Preference(s):

The ideal candidate for this position will have:

- Military, federal, and government contract and procurement experience/certification.
- Two (2) or more years of experience in fiscal management and/or contract management.

Pre-Employment Requirements:

- Successfully pass background and reference checks; employment is contingent upon completion of the above-mentioned process and the agency's ability to reasonably accommodate any restrictions.
- All newly hired State employees are subject to and must successfully complete the Electronic Employment Eligibility Verification Program (E-Verify).

Benefits:

The Arizona Department of Economic Security offers a comprehensive benefits package to include:

- Affordable medical, dental, life, and short-term disability insurance plans
- Participation in the Arizona State Retirement System (ASRS) and long-term disability plans
- 10 paid holidays per year
- Vacation time accrued at 4.00 hours bi-weekly for the first 3 years
- Paid Parental Leave-Up to 12 weeks per year paid leave for newborn or newly-placed foster/adopted child (pilot program).
- Sick time accrued at 3.70 hours bi-weekly
- Deferred compensation plan
- Wellness plans
- Tuition Reimbursement
- Stipend Opportunities
- Infant at Work Program
- Rideshare and Public Transit Subsidy
- Career Advancement & Employee Development Opportunities
- Flexible schedules to create a work/life balance

By providing the option of a full-time or part-time remote work schedule, employees enjoy improved work/life balance, report higher job satisfaction, and are more productive. Remote work is a management option and not an employee entitlement or right. An agency may terminate a remote work agreement at its discretion.

Learn more about the Paid Parental Leave pilot program [here](#). For a complete list of benefits provided by The State of Arizona, please visit our [benefits page](#)

Retirement:

State employees are required to participate in the Arizona State Retirement System (ASRS), the State sponsored retirement contribution plan and the Long-Term Disability (LTD) program after a 27-week waiting period. The ASRS defined benefit plan provides for life-long income upon retirement. You will also have the option to participate in a voluntary deferred compensation program to take advantage of tax-deferred retirement investments.

On, or shortly after, your first day of work you will be provided with additional information about the available insurance plans, enrollment instructions, submission deadlines and effective dates.

Contact Us:

For questions about this career opportunity, please contact Xavier Martinez at (480) 952-5930 or email vmartinez@azdes.gov.

The State of Arizona is an Equal Opportunity/Reasonable Accommodation Employer. Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting (480) 952-5930 or email vmartinez@azdes.gov. Requests should be made as early as possible to allow time to arrange the accommodation.