

SENIOR CONTRACT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent acts as a liaison with representatives to external stakeholders such as private companies, non-profit organizations and governmental agencies to provide technical assistance for compliance with federal funding guidelines. The incumbent will also perform duties related to data management and analysis for all programs administered by the department. The work is performed under the general supervision of the Federal Housing Finance Manager. .

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Interprets all of the contracts, all Federal, State and local policies, and grant requirements and all programs administered by the Department;
- Insures the proper operation of correct program compliance related to the federal guidelines
- Insures that each contract is effectively fulfilling its designed functions and responsibility within appropriate guidelines;
- Prepares a wide variety of records and reports necessary for efficient control and operation of agency contracts and activities;
- Collects, organizes, analyzes and interprets data and information related to programs administered by the department.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of contract management concepts related to local, state, and federal programs, including housing and community development, taxes, etc.;
- Good knowledge of occupational conditions, trends and job development;
- Good knowledge of concepts and methods used in the development and maintenance of information processing systems; skill in collecting, organizing, analyzing and intercepting data and information related to federally funded programs
- Ability to establish and maintain effective working relations with City residents, private and governmental agencies and community organizations
- Ability to express oneself effectively both verbally and in writing;
- Ability to understand oral and written directions;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four-year College or university with a Bachelor's Degree, or a related field and two (2) years of experience in contract and data management; OR

- B. Completion of a minimum of sixty (60) semester credit hours in a regionally accredited or New York State college or university and four (4) years of experience as described in (A) above; OR
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (A) above; OR
- D. An equivalent combination of training and experience as defines by the limits of (A), (B), and (C) above.

NOTE: A Master's Degree in Public or Business Administration, or a related field received from a regionally accredited of New York State registered college or university may be substituted for one (1) year of the above required experience.