



KCRHA
King County Regional Homelessness Authority

Contract Coordinator

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Role Title: Contract Coordinator

Salary Range: \$85,000 - \$95,000 per year

Organizational Overview

The King County Regional Homelessness Authority (the RHA) oversees all homelessness-related programming and prevention initiatives in the Seattle/King County region. Created via an interlocal agreement between the City of Seattle and King County in 2019, the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the Authority is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The Authority is currently in its founding era and seeks dynamic and skilled leaders at all levels.

Team Overview

The Grants Office within the RHA is responsible for grant-funded homelessness-related strategy development, procurement, contract implementation, compliance monitoring, and overall oversight within the agency. The team has direct lines of interaction with all offices across the agency, working closely with the Executive Office to ensure direct alignment with the big-picture strategy and goals of the RHA.

Role Description

As part of the Grants Team, the Contract Coordinator works closely with the Grants Manager and Procurement Team to provide specialized content knowledge expertise on contract coordination within the Administrative Division at the RHA. As a contributing member of the

Grants Team, the coordinator works in support of the agency's mission to provide high-quality, customer-centered services to Seattle/King County community members through a series of initiatives and programs that support grant-funded housing and anti-homelessness-related programming. The Coordinator reports directly to the Grants Manager and will work closely with the Finance Team and various members of the Program Division, community partners, and customers to design contracting-related strategies and oversee that work at the RHA's day-to-day. This role is for an individual contributor with a highly focused area of expertise and contributes that expertise to a series of projects related to contract coordination, management, monitoring, and risk management. They may also lead special projects based in this expertise area. Report directly to the Grants Manager this role has no direct reports. The Contract Coordinator will be accountable to the Grants Manager and people experiencing homelessness and will be held to the processes that customers of the RHA's services, community groups, and frontline staff establish to ensure that accountability.

Accountabilities

Contract Coordination (70%)

- Maintain a high level of understanding of organizational platforms in knowledge management and other operational tools.
- Attend organizational training on new platforms and systems and share learnings with the team, as required.
- Serve as an internal expert in grants and contract compliance on the Grants team.
- Prepare and execute contracts with agencies.
- Develop and maintain grants and contract progress tracking in GMS to ensure provider compliance in accordance with RHA regulations and organizational needs and objectives.
- Work with the appropriate staff to develop the scope of work to be contracted, detailed work authorizations, and coordinate the necessary steps to prepare executable contract documents.
- Lead or assist with the review of new provider applications to determine if agencies meet qualification requirements.
- Assist in the development, preparation, and negotiating of projects, agencies, and amendments.
- Ensure RHA compliance with local, state, and requirements.
- Stay abreast of various fund source requirements to ensure compliance.
- Act as a liaison between internal partners, external partners, and agencies.
- Work effectively with all parties to collaboratively address issues, provide policy guidance, and share information.
- Monitor agency performance by completing on-site assessments and regular desk monitoring. Monitoring activities include evaluating agencies' adherence to state program rules and policies through a review of records, verifying the accuracy of monthly billing, and addressing contract-related complaints.
- Monitors and evaluates effectiveness and efficiency of services provided by contractors; reviews monthly and quarterly reports; conducts on-site visits; prepares written program evaluations to determine compliance with performance standards and Federal, State, and local regulations; recommends program modifications or funding changes as appropriate.
- Apply project management skills including direction, monitoring, and general oversight for project teams, vendors, contractors, consultants, and staff.

- Support agencies in meeting complex program requirements through technical assistance and training.
- Act as a resource for policy implementation to support high-quality program operations.
- Provide high-quality customer service to internal and external stakeholders as a part of stewarding operations for those working on/with the Administrative Division.
- Assume other responsibilities as assigned.

Project/Program Operations (20%)

- Manage purchasing policy and ensure that purchases conform to applicable Federal law and standards of the OMB Uniform Guidance.
- Ensure subrecipient monitoring procedures are compliant with federal and other applicable regulations and are consistent with sound business practices.
- Ensure subrecipient compliance with federal regulations and the requirements of their subrecipient agreements through site visits, audits, and other mechanisms applicable to monitoring.
- Recommend actions necessary to resolve issues/concerns.
- Provide guidance in interpreting and executing applicable regulations and subrecipient award terms and conditions.
- Prepare reports for the Grants Manager and other Finance team members.

Stakeholder Engagement (10%)

- Engage relevant stakeholder groups in an ongoing way to drive continuous improvement and design efforts for projects of oversight.
- Attend relevant meetings with community-based organizations, other government agencies, and partners, broadly to support informed design, resource building, and resource sharing.
- Actively build relationships with innovators across the sector/across sectors to support driving creative innovation and change within workstreams of oversight.

Minimum Requirements

Studies have shown that women, people of color, and those from underrepresented groups are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in the best candidate for the job and encourage you to think broadly about how your background might make you a valuable member of our team in this role when deciding whether to apply. At minimum we are looking for the following:

- Fluency in equity and racial justice concepts and language, understanding their own privilege and power and is able to bring equity impact analysis to life in the context of their tasks.
- Familiarity with 2 CFR Part 200 and other regulations related to the provision and funding of homeless services, including the HUD CoC program, ESG, CDBG, CLFR, etc.
- Research publications and Internet sites to remain current on all provisions and federal and state regulations
- 4-7+ years of related work experience in the government, non-profit or related field
- 3+ years of experience with a track record of success in federal and special revenue contract management and monitoring
- A track record of success in cross-team and/or multi-stakeholder collaboration.

- Strong organization, written and oral communications skills.
- Proficiency in using technology and data, including Microsoft Office Suite

Additional Requirements

- Ability to travel up to 10%, in-state and out-of-state.
- Extensive experience negotiating and administering agreements on projects.
- Experience working across government agencies and related structures/governing bodies is strongly desired .
- Experience developing contracts and monitoring for compliance with fiscal and programmatic standards.
- Experience implementing, analyzing, and/or ensuring compliance with complex State/Federal laws, regulations, policies, and procedures in the provision of services to vulnerable populations.
- Experience in project management, operations, and stakeholder engagement.
- Exceptional planning, organizing, and prioritizing skills in order to manage a diverse workload, multiple demands, and deadline-sensitive projects.
- Must have excellent communication, writing, and presentation skills, working and communicating with all organizational levels and project stakeholders.
- Superior oral, written, and interpersonal communication skills with the ability to effectively communicate with peers, and external partners.
- Experience in providing technical assistance to strengthen compliance with contract terms or service delivery.
- A high level of customer service orientation and attention to detail.
- Ability to provide and accept feedback.
- Strong attention to detail, accuracy, timeliness.
- Understanding of race & social justice principles and impacts of systemic racism and oppression on communities.
- The ability to work onsite up to 3 days a week, as needed.
- This recruitment may also be used to fill additional positions per business needs.

VACCINATION MANDATE

RHA is subject to the King County requirement that all county contractors and volunteers working onsite (Workers) at Executive branch agencies (Agency/Agencies) be fully vaccinated against COVID-19.

If you are the successful candidate for a position, RHA will send you a conditional offer letter. As a condition of employment, prior to a final offer of employment, you will be required to:

- Submit proof of vaccination, or
- Have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of vaccination approved by the Center for Disease Control and Prevention (CDC).

EEO STATEMENT

The Regional Homelessness Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, the Authority will provide reasonable accommodations for qualified individuals with disabilities.