



Contract Coordinator

King County Regional Homelessness Authority

Role Title: Contract Coordinator

Salary Range: \$40.87 to \$52.00 per hour

Location: Seattle, WA; Hybrid 5% on-site, 95% remote

Exempt Classification: Full-time, Non-Exempt; Represented by Protec17

Organizational Overview

The King County Regional Homelessness Authority (KCRHA) is an administrative agency that oversees homelessness-related programs and funding in the Seattle-King County region. Created by an interlocal agreement between the City of Seattle and King County in 2019, KCRHA is responsible for unifying and coordinating the homelessness response system across our large and diverse region. KCRHA works with a wide range of stakeholders, with a focus on continuous improvement across the system, centering lived experience and meeting the needs of people experiencing homelessness and making the most effective use of public funds. Our mission is to significantly decrease homelessness throughout King County, using equity and social justice principles. We are currently seeking skilled leaders at all levels.

Team Overview

The Contracts Office within the KCRHA 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 KCRHA.

Role Description

As part of the Contracts Team, the Contract Coordinator works closely with the Contracts Manager and Procurement Team to provide specialized content knowledge expertise on contract coordination within the Administrative Division at the KCRHA. As a contributing member of the Contracts Team, the Contract 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 Contract Coordinator reports directly to the Contracts 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 KCRHA'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. The Contract Coordinator will be accountable to the Contracts Manager and people experiencing homelessness and will be held to the processes that customers of the KCRHA'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.
- May attend organizational training on new platforms and systems and share learnings with the team, as required.
- Serve as an internal expert in Contracts and contract compliance on the Contracts team.
- Develop and maintain Contracts and contract progress tracking in GMS to ensure provider compliance in accordance with KCRHA regulations and organizational needs and objectives.
- Prepare and execute contracts with agencies while working 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 KCRHA 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.
- 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.
- 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 Contracts 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.
- 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.
- Understanding of race & social justice principles and impacts of systemic racism and oppression on communities.
- The ability to work onsite, as needed.

Benefits

The KCRHA offers a comprehensive benefits package:

- **Health:** Medical, dental, and vision coverage.
- **Insurance:** Life insurance and Long-Term Disability (LTD) coverage.
- **Retirement:** Pension and Deferred Compensations Plan for eligible employees.
- **Paid Time Off:** Unlimited vacation, 96 hours of paid Sick and Safe Leave, 12 official holidays, and 2 personal holidays.
- **Employee Assistance Program (EAP):** Confidential support for personal and work-related challenges.

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, 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.

