



Contract Specialist

King County Regional Homelessness Authority

Role Title: Contract Specialist

Salary Range: \$36.06 to \$47.12 per hour

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

Location: Seattle, WA; Hybrid

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

The Contract Specialist works closely with the Contracts Manager and other teams to provide specialized content knowledge expertise on contract coordination. The Contracts Specialist 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

Accountabilities

Contracts (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 specialist in contract compliance.
- Prepare and execute contracts with agencies.
- Develop and maintain contract progress tracking in GMS to ensure provider contract compliance in accordance with KCRHA regulations and organizational needs and objectives.
- Assist in the development, preparation, and negotiating of projects, agencies, and amendments.
- Ensure KCRHA contract compliance with local and state requirements.
- Work effectively with all parties to collaboratively address issues, provide policy guidance, and share information.
- Responsible for various administrative tasks, including but not limited to scheduling interdepartmental meetings, monitoring contracts inbox, and facilitating communication between internal and external stakeholders.
- 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 Finance Division.
- Assume other responsibilities as assigned.

Project/Program Operations (20%)

- Ensure subrecipient monitoring procedures are compliant with federal and other applicable regulations and are consistent with sound business practices.
- Ensure subrecipient contract 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.
- 2-4+ years of related work experience in the government, non-profit or related field
- 2+ 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 communication 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.
- Experience negotiating and administering agreements on projects.
- 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.
- Ability to plan, organize, and prioritize skills 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.

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 KCRHA 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.

