



Senior Contract Coordinator King County Regional Homelessness Authority

Role Title: Senior Contract Coordinator

Salary Range: \$43.63 to \$58.90 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 Senior Contract Coordinator reports directly to the Contracts Manager and works closely with the Contracts Manager and Contract Coordinators to provide specialized content knowledge and expertise on contract coordination within the Finance Division at the Regional Authority. The Senior Contract

Coordinator oversees and evaluates the work of Coordinators, ensures consistency by interpreting policies and procedures. As a contributing member of the Contracts team, the Senior 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 Senior Contract Coordinator will also work closely with the Finance Division, community partners, and customers to design contracting-related strategies and oversee day-to-day contracting work at the Regional Authority. This role is an individual contributor that has a highly focused area of expertise and contributes that expertise to a series of projects related to contract coordination, and risk management. They may also lead specific projects based in this expertise area, informally managing stakeholders, as needed. This role will serve as a team lead and have some supervisory responsibilities. The Senior Contract Coordinator will be accountable to the Contracts Manager and people experiencing homelessness and will be held to the processes that customers of the Regional Authority'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.
- 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.
- Provide leadership to Contract coordinators.
- Provide lead direction and training for team members, finance staff and/or Contract Coordinators.
- 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:

- 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.
- 2-5 years of project management experience in a government or non-profit organization.
- 4-6 years of contracts management experience in either a government organization, law firm, or in-house environment.
- Solid understanding of standard contracting principles, contract terms, and contract compliance.
- Experience drafting and redlining federal, state, and local grant funded contracts and amendments following regulatory and program requirements.
- Ability to review contract proposals and grant applications, including detailed budget development.
- Experience developing and managing grants and contract compliance tools and systems, including informing the development and versioning of contract templates, contracting policies and procedures and internal/external trainings related contracts and contract compliance.
- Advanced verbal and written communication skills, including the ability to communicate with third-party stakeholders to draft and negotiate contracts and



amendments.

- Significant experience with contract management or grants management system.
- B.S. in law or paralegal certificate.
- A Certified contract manager or J.D. is a plus.
- A track record of success in cross-team and/or multi-stakeholder collaboration.
- Proficiency in using technology and data, including Microsoft Office Suite & Salesforce.

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.
- 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.
- 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, 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, 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.

