



San Joaquin Council of Governments

Job Announcement



CONTRACTS/GRANT SPECIALIST

Compensation: \$61,059 - \$86,839 annually, depending on qualifications.

Education and Experience:

Combination of education equivalent to a Bachelor's degree in Business Administration, Accounting, or related field; and Four (4) years of increasingly responsible experience in purchasing operations. Experience with state and federal contracting and Disabled Business Enterprise regulations a plus.

Description:

There is an exciting opportunity to work in a dynamic planning agency that serves as the Metropolitan Planning Organization (MPO), Regional Transportation Planning Agency (RTPA), and Local Transportation Sales Tax Authority for one of the fastest-growing counties in California.

The agency takes great pride in being fiscally responsible and has implemented rigorous accounting processes and financial reporting procedures to monitor expenses, encumbrances, grant funds, project budgets, contracts, requests for qualifications/proposals, and revenue management.

SJCOG receives grants and other funds from state and federal agencies. SJCOG contracts with consultants to perform various projects and services. SJCOG also provides funding to our member agencies and others for the provision of services and other products. All of these transactions are codified with contracts, agreements, and other such documents.

This is a unique position working in SJCOG's Finance Department supporting the agency's procurement activities including, but not limited to purchasing, solicitation, and contracting activities, and grant administration. This position will ensure purchasing operations comply with applicable procurement requirements; identify optimal procurement strategies, prepare and issue procurements including Request for Proposals (RFPs) and perform related duties; provides work direction to assigned personnel.

Develops, coordinates, and administers contracts and/or services for SJCOG negotiation, extends, and renegotiates contracts as appropriate. Services as a primary point of liaison with contractors monitors existing contracts for compliance with terms and conditions.

Prepare and administer grant-funded plans and programs; coordinate Agency objectives for obtaining grant funds and grant administration; write grant proposals for external funding; monitor expenditures and ensure program compliance with grant terms and conditions; file various grant reporting and supporting documents within specified timeframes; ensure grants are completed and closed out according to established procedures.

Key Qualifications:

Successful candidates will have experience in all phases of contract development from researching the legal regulations to negotiating the terms and preparing the print document. Ability to collaborate with a legal team or work independently to evaluate bids and draft documents. The ideal Contracts/Grant Specialist will possess a bachelor's degree or higher in one of numerous possible fields: accounting business administration, economics, finance, and law to name a few. The Contracts/Grant Specialist is expected to have a comprehensive knowledge of procurement regulations and legal terminology. Essential skills for this role are excellent command of verbal and written English and strong attention to detail.

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To Apply:

Complete an employment application that is located on SJCOG's website at _____

<https://www.sjcog.org/DocumentCenter/View/42/Employment-Application-Fillable>

Submit the application along with a cover letter and resume to Rebecca Calija at con-grant@sjcog.org

SJCOG offers a very competitive benefits program that includes medical, dental, and vision benefits. SJCOG also contributes 15% of gross pay to a 401A program. Flexible work schedule options including a 9/80 work schedule (after a 6-month employment period), and telecommuting are possible.

***** Incomplete applications will not be accepted *****

Application Deadline: OPEN UNTIL FILLED. Interested applicants are encouraged to apply immediately.



SJCOG is an Equal Opportunity Employer