



**DHS/DAS – Contracts Administrator 3 - 00060307**

**Job Number:**  
**00060307**

**Job Posting:** January 18, 2017

**Closing Date:** February 13, 2017

**Primary Location:** 2 Peachtree St., Atlanta, GA (Fulton County)

**Number of Openings:** 1

**Job:** Aging Services

**Shift:** Day Job

**SALARY:** Pay Grade: K

**Salary Range:** \$36,268.09 - \$51,811.56

(Salary Commensurate with Experience)

Current Georgia state government employees will be subject to State Personnel Board rule provisions.

The Georgia Department of Human Services (DHS) provides a wide range of human services designed to promote self-sufficiency, safety and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and nearly 9,000 employees. DHS is comprised of three Divisions: the Division of Aging Services, the Division of Child Support Services, and the Division of Family and Children Services.

The Division of Aging Services (DAS) is the division that administers a statewide system of services for senior citizens, adults with disabilities, their families and caregivers. DAS is committed to the provision of resources designed to help older Georgians and adults with disabilities live longer, live safely and live well.

DAS is seeking candidates for the position of **Contracts Administrator 3**. This position is based at 2 Peachtree Street, NW, Atlanta, GA in Fulton County.

**Job Summary & Responsibilities:**

This position is part of the DAS three person contracts team responsible for developing contracts with program staff and the Office of Procurement as well as processing, approving and monitoring the contracts. This position is responsible for 1/3 of the contracts with the Area Agencies on Aging, as well as contracts with other providers in

the Aging Network. This position adheres to Federal Funding Accountability and Transparency Act requirements, assures compliance with federal, state and Department laws, rules, regulations and assures accurate documentation prior to payments.

Under limited supervision, the **Contracts Administrator 3:**

- Serves as job expert or organization resource in assigned area.
- Examines pay vouchers for contractor payment.
- Insures compliance of project documentation according to established procedures and record retention.
- Performs research, evaluation and analysis for monitoring performance for compliance/non-compliance of contracts.
- Takes appropriate actions with regard to contract compliance, progress and corrective actions.

**Core Competencies:**

- Excellent Customer services skills.
- Ability to work in a very fast-paced environment while effectively and accurately managing multiple projects simultaneously under tight deadlines.
- Working knowledge of State of Georgia contracting, grants administration or accounts payable policies/procedures.
- Ability to work independently with limited direction.

**Qualifications:**

Bachelor's degree from an accredited college or university AND Two years of contracting-related experience OR Six years of contracting-related experience OR Two years of experience required at the lower level Contracts Administrator 2 (LEP031) or equivalent position.

**Preferred Qualifications:**

- Experience with TeamWorks.
- Experience with MicroSoft Office, including EXCEL and WORD.
- Experience in State of Georgia contracting, grants administration or accounts payable.
- Excellent customer service skills.
- Familiarity with continuous quality and process improvement methods and techniques.

## **Benefits:**

In addition to a competitive salary, DHS offers a generous benefits package, which includes employee retirement plan; paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account. Visit: <http://team.georgia.gov/> for more information.

## **GEORGIA ON MY MIND: *It Doesn't Get Any Better Than This!***

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with money you make and maintain a higher standard of living.

Within Georgia you will find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia many scenic backdrops. Georgia is a 57,906 square-mile playground filled with natural beauty and immaculate resources. From the mountains to the coast from ballet to baseball, Georgia offers you a livable and quality of life that can help you achieve your dreams.

## **You're Really Going to Like Metro Atlanta!**

As the capital of Georgia, metro Atlanta, the ninth largest US population center has approximately 5.3 million residents. It is uniquely positioned to provide the best of everything. From its diverse economy, global access, abundant talent, and low costs of business and lifestyle, metro Atlanta is a great place to call "home." Residents have easy access to arts, culture, sports, world class shopping and nightlife. Atlantans experience all four seasons, with mild winters that rarely require a snow shovel. Yes, Atlanta is a great place to work and live!!! For more information on what Metro Atlanta has to offer, please visit [www.metroatlantachamber.com](http://www.metroatlantachamber.com)

## **Criminal Background Checks/Applicant Privacy Rights**

*All applicants may be subject to a drug screen and will be required to submit fingerprints to check for the existence of criminal history information through the Georgia Bureau of Investigation and the Federal Bureau of Investigation. Applicants have the right to challenge the contents of any criminal history record obtained for the purpose of employment with DHS. For an explanation of these rights, please read, "Applicant Privacy Rights" at:*

*[http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related\\_files/document/ApplicantPrivacyRights.pdf](http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/ApplicantPrivacyRights.pdf)*

***Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection***

*process. Applicants who are not selected will not receive notification.*

*This position is subject to close at any time once a satisfactory applicant pool has been identified.*