



## **Contracts and Operations Manager** **Largo, Maryland**

### **About Us:**

The Prince George's County Local Workforce Development Area is a Workforce Innovation and Opportunity Act (WIOA) designated workforce area by the Governor of the State of Maryland. Required by WIOA, the Prince George's County Local Workforce Development Area is governed by the Prince George's County Local Workforce Development Board. Appointed by the Prince George's County Executive, the Prince George's County Local Workforce Development Board is tasked with governing and operating the Prince George's County Public Workforce System. The Prince George's County Local Workforce Development Board and Prince George's County Executive has designated Employ Prince George's, Inc (EPG). (Employ Prince George's) to serves as the administrative agent, fiscal agent, and service provider of the Prince George's County Local Workforce Development Board (LWDB).

As the administrative agent, fiscal agent, and service provider of the LWDB, Employ Prince George's operates programs within, and manages, the Prince George's County Public Workforce System. The Prince George's County Local Workforce Development Board has branded the Prince George's County Public Workforce System as the Prince George's County American Job Center Community Network to the public, its partners, and stakeholders. The Prince George's County American Job Center Community Network, including Employ Prince George's as a nonprofit workforce development services provider, is a collection of job centers, access points for services, government agencies, nonprofit organizations, community-based organizations, and more. The Prince George's County American Job Center Community Network provides workforce development services to over 30,000 job seekers and 4,000 businesses annually. The Administrative Division of Employ Prince George's oversees all administrative operations for the Prince George's County Local Workforce Development Board, the Prince George's County American Job Center Community Network, and internal Employ Prince George's operations.

### **Job Summary:**

Led by the Vice President of Administration, one the core functions of the **Contracts and Operations Manager** is to assist in the management of the daily operations of the Administrative Division. Including, supervising the Contracts and Operations Analyst and support staff. The Contracts and Operations Manager is responsible for the efficiency, effectiveness and successful management of the Contracts and Operations Team, productivity, quality of work and executing operational tasks assigned by the Vice President of Administration and Operations to ensure safe and efficient operations of the Offices within Employ Prince George's (EPG). The Contracts and Operations Manager shall oversee daily operations are carried on in an appropriate, cost-effective way by improving operational management systems, processes and best practices while ensuring the organization's processes remain legally compliant.

The core function of the Contracts and Operations Manager is to ensure that the contracts division is operating at maximum efficiency by implementing policies and procedures designed to streamline the work flow in and out of the division. The Manager manages project plans, deliverables, dependencies, and outcomes for selected projects. They oversee the procurement process, operational procedures, and systems in the areas of information flow and management, business processes, and enhanced management reporting. The Contracts and Operations Manager looks for opportunities to expand systems by centralizing communication and providing strategic oversight, coordination, and maintenance of identified projects goals; assisting the Vice President of Administration and Operations with revamping the department to upgrade its contribution to the welfare of the organization. The Contracts and Operations Manager with work with EPG Directors to define and determine the role of program staff for identified projects, including specific roles and responsibilities for each working group team member. He/she will work to achieve project goals and objectives within project timeframes and guidelines established by stakeholders and committees by providing timely notification of any project obstacles or changes in project timeframes; obtaining key approvals from stakeholders when projects are completed; managing and resolve project-related issues, risks, and changes; preparing communication plans and related project status reports to key stakeholders to provide project updates and; Identifies and manages overall project dependencies.

The Contracts and Operations Manager carries out supervisory responsibilities in accordance with company's policies and applicable laws. He/she is also responsible for maintaining quality control standards and ensuring that the team meets production



milestones and timelines. In addition, the Contracts and Operations Manager also ensures that various departments are working seamlessly towards EPG's desired goals.

With the assistance of the Vice President of Administration, the Contracts and Operations Manager represents Employ Prince George's in all contractual matters with vendors, sub-recipients, and service providers. The Contracts and Operations Manager manages the development process and execution of all contract related documents; review of procurement related supportive documentation, such as sole source justification and proposed Statement of Work. The Contracts and Operations Manager is the primary individual assisting the Vice President of Administration with contract negotiations and execution.

**Key Requirements:** The ideal candidate must have experience with a wide variety of contracting concepts, strategies, and governing rules and regulations. Developing solicitation such as Request for Proposal, Request for Quote, Statement of Work (SOW), terms and conditions and other requirements for basic procurements; develops pre-negotiation position, determining the types of contracts and negotiation authority to be used, and preparing required justifications. Must have experience developing contracts with completeness, accuracy, and compliance with agency policies and procedures; determining the most appropriate method of procurement; determines if requested items can be obtained via an existing contract; conducting pre-bid meeting and distribution of bid invitations.

The ability to effectively work with a culturally diverse programs, and populations as well as the ability to plan, organize and implement multiple projects and programs with diverse and competing demands is critical. Proven ability to quickly and thoroughly assimilate information from a variety of sources, analyze the information, and develop an effective plan of action is essential in this role!

**Qualifications:** A Bachelor's in Business Administration, Public Administration, Contract Administration required. Project Management certification or training preferred. A valid driver's license and personal vehicle with applicable motorist insurance required. Excellent written communication skills for the preparation of quality program reports. Demonstrated ability to draft and negotiate a broad range of contractual agreements. Ability to work collaboratively with diverse teams of legal and non-legal professionals.

**How to Apply:** Qualified candidates are encouraged to submit a cover letter, including salary requirements, and resume to [CareerOpportunities@employpg.org](mailto:CareerOpportunities@employpg.org). Cover letters should be addressed to, **ATTN: Human Resources and must include Contracts and Operations Manager in the subject line of your email. EOE/AA employer. NO TELEPHONE CALLS PLEASE**