

DEPARTMENT: Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: Policy Item: Yes () No ()

Resolution reinstating the class specification of Contract Administrator, as revised, at a salary range of 184 (\$2,363 - \$2,872) and allocate it to the Community Services Block Grant (CSBG) budget of the Human Services Department, authorize the commencement of a recruitment to fill the position, and eliminate the Social Worker III allocation from the CSBG budget of the department. This classification will be re-assigned to SEIU.

When the Contract Administrator position was eliminated last year, the incumbent had retired from County service. At that time, it was thought that a Department Social Worker would be the most efficient and cost-effective staffing as a replacement for that position. This did not work as anticipated primarily because the position focuses more on administration (numbers, reports, and tracking) than on Social Services' aspects.

The recently retired Human Services Director strongly recommends approval of this action.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On August 3, 1999, the Board adopted Resolution No. 99-243 which eliminated the Contract Administrator position allocated to the Calaveras-Mariposa Community Action Agency (CAA). The CAA was recreated in 1991 by action of the Board of Supervisors and the Calaveras County Board of Supervisors.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Approve this action as proposed.
- Do not approve, however, a negative action would jeopardize the integrity of the program and delay a process of improvement.

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

Class spec.

CLERK'S USE ONLY:

Res. No.: 00-317a Ord. No. _____

Vote - Ayes: _____ Noes: _____

Absent: _____ Abstained: _____

Approved: _____ () Denied

() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: _____

A.O. Initials: *MW*

MARIPOSA COUNTY

JOB TITLE: CONTRACT ADMINISTRATOR

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To coordinate and administer State funded programs providing services to low-income county residents. Employees in this classification receive limited supervision within a framework of broad policies and procedures. Employees in this classification may monitor and direct the work of others. This job class functions at a level of classification requiring the application of professional and administrative skill related to contract and grant proposal writing, purchasing of supplies and bid procedures, interview techniques, and accounting procedures.

SUPERVISOR: Director of Department of Human Services

TYPICAL DUTIES

- Coordinates and administers multiple State funded programs providing services for low-income county residents; researches new programs; coordinates and administers operations of the Calaveras-Mariposa Community Action Agency under supervision of the Human Services Director
- Develops and reviews policies and procedures for various programs
- Coordinates, assigns, and monitors work activities
- Develops, writes, and presents contracts or grant proposals
- Establish program eligibility by interviewing potential clients, verifying applications and completing documentation
- Maintain client and statistical databases
- Prepares and administers program budgets
- Maintains individual program accounting records in compliance with contract regulations

MARIPOSA: Contract Administrator

TYPICAL DUTIES: (cont'd)

- Maintains project accounting and submits payment requests to County Auditor
- Orders weatherization materials; administers bid process for supplies; maintains associated files
- Maintains weatherization cost accounting and inventory system
- Prepares required reports and correspondence in a timely manner
- Represents the County and/or Community Action Agency at various State and community meetings
- Attends orientations, workshops and training classes as required to meet contract stipulations
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- program development, organization and evaluation methods and practices
- administrative and budgetary analysis principles and procedures
- principles and procedures of the bidding process
- general accounting and bookkeeping procedures
- public meeting proceedings including Brown Act, public notice requirements, and parliamentary procedures

Ability to:

- gather and analyze data
- prepare clear and concise narrative and statistical reports

MARIPOSA: Contract Administrator

Ability to: (cont'd)

- prepare and coordinate program budgets with county budget
- prepare a variety of accounting reports
- develop operational policies and procedures
- prepare legal notices, meeting agendas, minutes, and other public meeting documentation
- interpret and apply laws and regulations
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties
- assess client needs and make appropriate referrals
- assess organizational needs and provide support to partner organizations

MINIMUM QUALIFICATIONS:

Completion of 30 units of college-level course work in either accounting, business or public administration and two years experience in accounting and/or business or organizational management with financial and budget responsibilities, or five years experience in accounting and/or business or organizational management with financial and budget responsibilities, and possession of a valid California driver's license.

Creation Date: 4/88
Revision date: 9/00 (B/S 00-317a)