

LINN COUNTY CLASSIFICATION

TITLE: CONTRACTS & RECRUITMENT MANAGER

NUMBER: 717

APPROVAL ORDER NUMBER: 2022-061

PAY RANGE: 20

DATE: FEBRUARY 15, 2022

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Coordinate and oversee contract review and approval process ensuring contracts are signed and presented to the Board of Commissioners in a timely manner. Assist in negotiating and preparing contracts and agreements with community partners, commercial insurance companies and other government agencies. Ensure contracts for the Health Department are in place throughout their lifecycle. Manage Health Services website and implementation and utilization of NeoGov software for recruiting and training new employees. Provide training to other department managers on recruitment process, review applicant screening and interview questions and scoring for compliance with Human Resource requirements.

SUPERVISION RECEIVED: Works under the supervision of the Health Services Finance & Human Resources Manager. A person in this classification is expected to work in a highly independent manner.

SUPERVISION EXERCISED: Exercise of supervision over other employees is not usually a regular responsibility of this position. May exercise functional and technical supervision over staff and take lead in providing direction in following policies and procedures.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Coordinates and oversees contract review and approval process, ensuring contracts for the Health Department are in place throughout their lifecycle.
2. Supports the negotiation of contracts and amendments and consults with County Attorney to facilitate clarification of legal issues and the approval of contract or agreement language.
3. Ensures contracts are accurate, complete and all necessary insurances are recorded for the contract before presenting to the Board of Commissioners or Health Administrator to obtain required signatures in a timely manner.
4. Serves as the liaison for contracts between agencies, companies, employees, vendors, clients and independent contractors. Consults with County Attorney, Health Administrator, Program Managers and other County departments.
5. Verifies procurement policies and requirements have been followed for vendor selection and preparing agreements for services to be rendered.

6. Takes lead for implementation, coordination and continuous effective operation of the Health Department's Human Resources software NeoGov.
7. Manages the entire recruitment process through NeoGov, processes requisitions, post job openings, boosts advertising for low trending positions, reviews applicant screening and interview questions and scoring rubric for compliance with Human Resource requirements.
8. Possesses effective time management and organizational skills to quickly meet the demands of competing priorities while adapting to changing circumstances.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of computer technology. Ability to learn new systems quickly, create workflows and provide training on system processes. Experience in procurement and contract management and negotiating contracts with vendors or providers on behalf of an organization. Ability to organize and prioritize a high volume of work.

EXPERIENCE, EDUCATION AND TRAINING: Bachelor's degree in Health or Business Administration or a related field of study preferred. Three years prior experience in an office setting working independently in positions with increasing responsibilities. Additional specialized training and/or experience in public procurement business practices and contract negotiation/management or any satisfactory equivalent combination of experience, education and certifications which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work involves travel to various community agencies and schools throughout the County and region. Work involves a significant amount of locomotion,

including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear; sit, stand, walk, bend and stoop; use hands to finger, handle or operate objects, tools or controls including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds. Work may involve potential exposure to blood products, cleaning materials and loud noises.