

**Olympic Area Agency on Aging  
Job Description  
Contract Specialist**

**Salary Range:** 38

**Reports to:** Contracts Management Director

**Last Update:** 08/01/2023

**FLSA Status:** Non-Exempt

**Position Mission Statement:** The Contract Specialist is responsible for the development of contracted services necessary to meet O3A's state and federal contract obligations and provides contracts management. Ensures that internal contracting policies and procedures comply with fund source requirements. Conducts public procurement processes. Negotiates contract terms and develops statements of work. Monitors contractor operational performance. Provides technical support to staff, contractors and community partners that is constructive and collaborative. Works within a team framework to meet goals for contracts management. Represents the agency to the community, contractors, and other groups in a professional manner.

The Contract Specialist serves as designated lead for specific programs, funded through Medicaid, Older Americans Act, WA Cares Fund, and other fund sources. Programs may include Home Care, Nutrition, Community Options Program Entry Systems (COPES) Ancillary services, and/or other programs. Occasional travel is required.

**Critical Duties, Responsibilities and Standards of Performance:**

1. Develop and manage a contract portfolio of local providers that fulfills O3A's obligations under its state contract(s) and Area Plan.

*Standard of Performance*

- Service requirements of O3A's contract obligations are met on an annual basis by in-place contracts.
- Development of contract services complies with state and federal requirements, is guided by the Advisory Council when necessary, and includes identification of qualified providers, negotiation of contract terms and conditions, and development of scopes of work.
- Contracting processes for contractor selection, negotiation and quality assurance, engaging the Advisory Council when necessary, are standardized in accordance with best practice, meet fund source requirements and are systematically supported within the agency.
- Contracting processes meet internal and external deadlines for contract development, execution and implementation.
- RCWs, WACs and other governmental documents are interpreted for application across programs, policies and contracts in consultation with relevant Management Team member.

2. Support service providers and O3A staff with technical assistance to maintain high quality services provision.

*Standard of Performance*

- Contract Specialists demonstrates subject matter expertise in the portfolio of assigned contracts.
- Technical assistance is timely and responsive to all external and internal inquiries regarding O3A contracted services.
- Provide support and guidance to O3A case managers and other staff regarding O3A

- programs and service providers as requested
- Feedback and guidance to contractors includes routine fiscal and service data obtained through state reporting and coordination with IT and financial departments.

3. Provides quality assurance for service contract portfolios.

*Standard of Performance*

- Contracts and programs are monitored in accordance with requirements by funding source and O3A contract management policies and procedures.
- Funding source audits verify internal and external process program management that identifies level of conformance to requirements by O3A and contract partners. Such audits demonstrate O3A's ability to identify deficiencies and take collaborative corrective action.
- Program/service delivery assessments are carried out in open, consultative and constructive manner with participation and input from appropriate O3A and contractor staff and program stakeholders, and provide O3A and contractor with information which can be used to guide decision-making and ensure positive client experience.

4. Participates in Planning Unit activities in support of Area Plan development and implementation activities, special projects, grant development and community engagement, including local tribes, as appropriate. Provides recommendations to ALTSA regarding contract and program policies and procedures.

*Standard of Performance*

- Work with department director to analyze social and health services network to identify gaps and problems and develop solutions to address these issues.
- Work under department director's leadership to design strategies for addressing Area Plan priorities.
- Develop contract objectives, evaluation criteria, and evaluation methods for contracts in accordance with fund source requirements and department director guidance.
- May facilitate and provide staff support to a variety of committees and task forces as assigned by department director.
- Maintains records, researches issues, develop reports and recommendations as necessary.
- May prepare and present oral and written reports to advisory boards, elected officials, community groups and other agencies as assigned by department director.
- Performs other duties as assigned.

**Essential Qualifications:**

Bachelor's Degree in liberal arts or social /health sciences and minimum of three years experience in an administrative planning position, preferably in the human service field, focused on services in a community setting. Experience working in the field of community-based long-term care, social services planning and management, aging and/or disability services, and/or human services.

Experience managing government and private contracts. Experience conducting competitive bidding processes. Experience in assessing compliance. Experience in provision of technical support to contractors.

**Essential Requirements of this Position:**

Valid/Current Washington State Driver's License.

Current Automobile Insurance.

Ability to pass background checks.

Ability to read, speak, write and comprehend the English language.

Ability to drive independently between O3A office locations and various meetings off site.

**Other Duties As Assigned:**

The statements contained herein reflect general details to describe the principal functions of this position, the level of knowledge and skill typically required, and the scope of responsibility. This job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Working Environment and Physical Requirements:**

This position requires an ability to perform office functions in a normal office environment. Work involves sitting and working in front of a computer terminal for extended periods of time. While performing the duties of this job, the employee is frequently required to stand and walk, use hands and fingers to handle, feel or operate objects, tools or controls, reach with hands and arms, talk and hear both in person and over the telephone. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl. The employee must lift and/or move up to 25 pounds occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

O3A is an equal opportunity employer and does not discriminate in employment decisions or policies in violation of law on the basis of race, color, national origin, creed, religion, sex, age, marital status, physical or mental disability, sexual orientation, or status as a Vietnam-era or special disabled veteran. This policy applies to all terms and condition of employment, including hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation, and training.

**OLYMPIC AREA AGENCY ON AGING JOB DESCRIPTION APPROVAL:**

**Effective Date:**

June 23, 2025

**Title of Job Description:**

Contract Specialist

**Approved by:**

Laura Cepoi, Executive Director

Date Signed:

6/23/25