



AKRON DIGITAL ACADEMY

Contract Manager

Nature and Scope of Position:

The Contract Manager is responsible for the relationship and contracts between Akron Digital Academy and suppliers/vendors. The Contract Manager will provide comprehensive management and tracking of all outsourced operations; will oversee all non-educational, essential business functions; will ensure that outsourced operations deliver on time and in accordance with expected benchmarks delineated in the contract; design and develop key benchmarks to gauge the return on investment; will define, negotiate and write terms of contracts and ensure they are in line with the organization's strategic goals and vision.

Qualifications:

- 1) B.S. in Business Administration or Master's in Public Administration or related area of study
- 2) Relevant experience such as in the field of marketing and sales or contract research
- 3) Excellent oral and written communication skills
- 4) Extensive problem-solving and analysis skills
- 5) Experience with grant writing and fund raising activities
- 6) Expertise in using Microsoft Project and Office

Must Have:

- 1) Working knowledge and understanding of EMIS, SOES and CCIP
- 2) Demonstrated positive human relations abilities in working with teachers, support staff, and administrators, as well as governmental agencies, business and industry and community support groups
- 3) Ability to build and maintain excellent relationships with colleagues and clients
- 4) Ability to overview situations, review and evaluate, define set plans to achieve goals
- 5) Experience in educational data collecting
- 6) Experience in budgeting processes and procedures
- 7) Experience in the use of technology
- 8) Ability to establish and sustain a culture of quality services and high expectations
- 9) Experience in publishing and editing a variety of print material

Job Goals: The Contract Manager will provide leadership in monitoring all contracts. He/she will write, review and negotiate contracts, subcontracts, contract modifications, non-disclosure and consulting agreements. This individual will assure the smooth operation of all contractual agreements as well as lead grant writing activities intended to bring additional financial resources to ADA. Supervise all publications and newsletters produced by ADA.



Primary Responsibilities:

- 1) Reports directly to the Executive Director.
- 2) Design and implement an effective system for performance management of outsourced business operations i.e. task turnaround time, scheduled benchmarks, etc.
- 3) Determine ROI based upon key performance indicators designed in each contract
- 4) Perform cost/price analysis of contractor bids and proposals to determine what services are included in total cost of contracted services
- 5) Ensure that the day-to-day requirements of the contract are delivered based upon the developed performance management system
- 6) Research vendors/suppliers capabilities; identify a pool of candidate vendors/suppliers for project consideration
- 7) Identify and manage associated risks
- 8) Direct the HR process and manage sensitive and confidential matters like personnel relations, employee relations, and organizational changes, planning and protecting the security of information, data and files
- 9) Intervene, analyze, manage and resolve business conflicts between ADA and vendors/suppliers
- 10) Compile financial information for the organization
- 11) Create monthly, quarterly, and annual reports and ensure financial information has been recorded accurately
- 12) Oversee reconciliation of accounts via the purchase order process
- 13) Work closely with the treasurer to support and ensure accuracy
- 14) Lead all phases of contract administration from proposal preparation (price/cost volume) through contract close out
- 15) Develop solutions to a variety of complex contract and business problems

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and listen. The employee frequently is required to walk, stand and sit. The employee is required to use hands to handle, or feel objects, teaching tools or controls; reach with hands and arms; and stoop, kneel or crouch. The employee may occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must be able to use a computer and have mobility to travel to sites and other locations as required.

Salary is commensurate with experience.

If your qualifications meet the job description, please e-mail your resume to:
flewis@akrondigital.k12.oh.us.

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