



Contracts and Data Monitor Position Description

Job Title:	Contracts and Data Monitor	Revision Date:	
Department:	Mayor's Office of Community Empowerment and Opportunity (CEO)	Hiring Manager:	Denise M. Carter
Salary Range (optional)		Application Deadline	
Position Type	Supervisory		

Overview of City of Philadelphia

With a workforce of over 25,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

Created in January 2013, the Mayor's Office of Community Empowerment and Opportunity (CEO) serves as Philadelphia's Community Action Agency. CEO seeks to align the city's efforts to lift individuals and communities out of poverty and increase opportunities for low income individuals and families using a "collective impact" model. The agency also acts as a convener, funder, and evaluator contracting with a wide variety of grantees to advance CSBG supported initiatives in benefit access, housing security, learning preparedness, financial security, and workforce development. CEO is comprised of 39 employees, who administer more than 20 programs and special projects that serve an estimated 40,000 residents annually. These programs and projects assist Philadelphians living below poverty in the areas of education, jobs and job training, and housing and economic security. To learn more about CEO poverty goals please refer to the Shared Prosperity website <http://sharedprosperityphila.org/plan/>.

Position Summary

The Contracts and Data Monitor is a key staff position to ensure that CEO's programs and contractors provide quality services in accordance with contracts, current laws, rules, policies and procedures. The Contracts and Data Monitor implements with high fidelity established contract and data monitoring and reporting policies and procedures. The Contracts and Data Monitor performs contract and data monitoring activities which includes the implementation of monitoring protocols, review and approval of invoices and monthly reports, desk reviews, performance reports and file reviews. In addition, the Contracts and Data Monitor identifies areas of noncompliance and develops corrective action plans as needed. As a central component of the contracting and data collection team, this position is under the direct supervision of the Contracts Unit Manager.

Contracts and Data Monitor Position Description

Essential Functions

- Completes invoicing, monitoring and auditing activities to meet contractual requirements associated with payment, performance and compliance
- Understands and ensures provider compliance with applicable laws and regulations, funder requirements, and CEO policies and procedures regarding contract management
- Conduct on-site review of client and program records to verify eligibility, compliance and the effective delivery of services
- Develops corrective actions plans that effectively resolve areas of contractual noncompliance as needed
- Determines if technical assistance or professional development is needed to remediate areas of noncompliance
- Reviews and approves provider invoices with high degree of accuracy
- Tracks and reports on provider's progress in making contractually obligated fiscal and programmatic benchmarks
- Disseminates tools, trainings, and other resources to ensure providers understand and can successfully comply with the established contracting, reporting, invoicing, and auditing requirements
- Assists in the development of proposals, contractual scopes of work and budgets
- Manage contracts in the Automated Contract Information System and ensure they are conformed in a timely manner
- Inputs data from programs and contractors into database as needed
- Engages in ongoing professional development
- All other duties as assigned

Competencies, Knowledge, Skills and Abilities

- Excellent oral and written communication skills
- Knowledge of general office policies and procedures
- Ability to facilitate the coordination of multiple tasks
- Strong time management and organization skills
- Ability to think independently and solve problems under limited direction and supervision
- High level of attention to detail and quality
- Proficient in Microsoft Office applications including Word, Excel, PowerPoint, and Outlook

Qualifications (Education and Experience)

Minimum Qualifications:

- At least two (2) years of related experience
- Bachelor's Degree in Business or related field
- Valid PA driver's license

Additional Information

Successful candidate must be a City resident within six months of hire.



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The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>