
MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

TITLE: CONTRACT SPECIALIST

FLSA: NON-EXEMPT

REPORTS TO: MANAGER, CONTRACT SERVICES

UPDATED: JUNE 2019

PAY GRADE: 3

POSITION SUMMARY

The Contract Specialist reviews, drafts and finalizes Michigan Economic Development Corporation (MEDC) and Michigan Strategic Fund (MSF) contracts, grants, amendments, memorandums of understanding, proposals, and confidentiality requests. Creates, implements, and monitors documentation, as required by applicable legislation or policy. Maintains a reporting system for tracking all business unit submissions; and creates and develops reports for Legal staff. This position will work with MEDC business units, attorneys, and executive office to implement the contract services processes.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)

- ↪ Drafts, reviews, processes and finalizes MEDC and MSF contracts, grants, loans, amendments memorandums of understanding, and programmatic agreements.
- ↪ Assists Legal staff with special projects including drafting of complex agreements and researching various topics.
- ↪ Communicates and meets with business units regarding contract and grant management.
- ↪ Creates and maintains weekly and monthly tracking reports for Contract Services unit and provides regular status updates to immediate supervisor and General Counsel.
- ↪ Assists in conducting informational and training sessions for MEDC business units presenting the contract services processes; cross train contract services team members to ensure consistent team coverage.
- ↪ Collaborates with immediate supervisor for development of best practices and business unit policies.
- ↪ Coordinates and monitors the Request for Proposal process to include drafting, finalizing, and revising documents as needed.
- ↪ Collects and tracks department documentation submitted by incentive awardees, including due diligence material and other legal documentation.
- ↪ Identifies opportunities for improvement of business practices within the department and facilitate their implementation.
- ↪ Performs other related duties as directed.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: This position requires a bachelor's degree from a four-year college with course work in Business Administration, Accounting, Finance or a related field; or an equivalent combination of education and experience.



EXPERIENCE: This position requires a minimum of two to four years related experience and/or training in a business or financial environment that provides exposure to business contract procedures and internal controls; an equivalent combination of education and experience may be considered. Basic familiarity and experience with contract law and Business Corporations Act preferred.

SUPERVISORY RESPONSIBILITIES: No supervisory responsibilities.

CERTIFICATES, LICENSES, OR REGISTRATIONS: None required.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

REQUIRED:

1. Ability to read, analyze, and interpret documents, such as contractual documents and procedure manuals.
2. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
3. Ability to deal with complex problems involving several concrete variables in complex situations.
4. Ability to function with a keen attention to detail.
5. Ability to write complex/non-standard reports and general business correspondence.
6. Ability to speak effectively before groups of customers or employees of the organization.
7. Strong knowledge of word processing, desktop publishing, presentation, spreadsheet and/or database software
8. Ability to establish positive working relationships.
9. Ability to engage in complex problem solving and critical thinking skills.
10. Ability to function with good written and oral communication skills.

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 sit use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers.

WORK ENVIRONMENT:

The noise level in the work environment is usually very quiet.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.