

CLASS TITLE:

**CONTRACT AND LEASE
AGREEMENT ADMINISTRATOR**

Class Code: 02710700

Pay Grade: 31A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, developing, and administering a comprehensive and centralized contract and leasing program between the Department of Mental Health, Retardation and Hospitals and its operating divisional facilities and all community providers of needed services and/or facilities for such services involving programs for mental health, retardation and substance abuse (drug and alcohol) services as well as with other private and public health agency providers of needed services including community medical and nursing service consultants; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior with wide latitude for the exercise of initiative and independent judgment; work is subject to review upon completion through conferences and submitted reports for results obtained and conformance to departmental and divisional policies, objectives, rules and regulations and relevant state and federal laws.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, developing and administering a comprehensive and centralized contract and leasing program between the Department of Mental Health, Retardation and Hospitals and its operating divisional facilities and all community providers of needed services and/or facilities for such services involving programs for mental health, retardation and substance abuse (drugs and alcohol) services as well as with other private and public health agency providers of needed services including community medical and nursing service consultants.

To develop such contracts and leasing agreements in accordance with federal and state monetary guidelines, rules and restrictions in order to meet not only departmental goals and objectives for services provided but also federal and state requirements and legal restrictions.

To meet with, monitor, and provide liaison oversight to such providers of community based services and their legal, fiscal and program representatives on a continuous basis to insure that all provisions of contract and/or leasing agreements are being adhered to and meeting the stated objectives.

To be responsible for participating in and providing leadership and administrative direction of subordinate staff engaged in a program of continuous review of all existing contracts and leases and to amend and/or update changes in such services, as needed, to reflect the best services available in line with stated departmental and divisional objectives and goals and to renew, on a yearly basis, all such contracts and leases to reflect such amended changes and/or updating in such service contracts and leases.

To work with other state departments and agencies involved in providing supportive services for departmental personnel in order for the department to carry out, effectively, its contract and leasing program e.g. university based training programs for medical and nursing departmental staff to meet desired departmental objectives of a contract with a community based service provider.

To provide research services for operating departmental divisions by translating, where possible, potentially needed services to a specific program and to develop such a program to contract form with a service provider and to define the terms and conditions thereof.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and procedures of business management and the ability to apply such knowledge in planning, developing and administering a comprehensive and centralized contract and leasing program; a working knowledge of the basic mental health, retardation and substance abuse services and of the community based providers of such services; a familiarity with the basic legal requirements involved in developing contracts and leases as well as federal and state laws related thereto; the ability to monitor such contracts and leases to determine compliance with the terms and provisions therein; the ability to provide leadership and administrative direction to a subordinate staff; the ability to make recommendations to superiors concerning the formulation, adoption and implementation of policies, objectives, rules and regulations involved in the administration of a contract and leasing program; the ability to establish and maintain an effective working relationship with community providers of services and their representatives, other public and private agencies and their staff, and with superiors, associates and subordinates; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Business Administration supplemented by the completion of courses in health and/or rehabilitation services; and

Experience: Such as may have been gained through: employment in a responsible management/fiscal position in a private, federal or state agency involving such activities as planning, developing and coordinating management/fiscal programs and services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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