



Contract Specialist

Job Title: Contracts Specialist
Department: Administration
Reports To: Chief Administrator Officer (CAO)
FLSA Status: Exempt

SUMMARY: The Contracts Specialist represents a full-time staff position within the California Mental Health Services Authority (CalMHSa). The Contracts Specialist reports to the Executive Director. The Contracts Specialist is responsible for every phase of the contract – from researching and analysis to execution and proper recordkeeping.

DUTIES AND RESPONSIBILITIES include but are not limited to:

- Lead preparation and maintenance of CalMHSa contracts within Salesforce.
- Develop, negotiate, and execute various types of contracts to include but not limited to NDAs; Software License Agreements; Purchase Agreements; License Renewals; Maintenance Renewals; Service Level Agreements; Services Agreements; Statements of Work; Assignment and Assumption Agreements; Amendments; and Work Orders.
- Collaborate with CalMHSa executives and Program Directors to assure compliance with contractual requirements.
- Review fixed bid contracts with clear and actionable SLAs and deliverables.
- Identify incorrect, inconsistent and incomplete information and make the necessary corrections.
- Interact with legal, procurement and management within the organization to ensure timely and accurate contract development and problem resolution.
- Provides Management with guidance related to legal terms and conditions.
- Assess provisions of all contracts in order to mitigate risk.
- Provide the CAO knowledgeable insight, advice and recommendations on matters of significance.
- Clearly explain contract information to county members and other interested parties in simple, everyday language.
- Self-monitor progress and priorities according to key business priorities.
- Proofread, edit, and fact-check legal documents for accuracy and consistency.
- Assist in identification, development and implementation of contract policies and processes.
- Ensure proper recordkeeping of contracts and applicable documentation.
- Interact with county members and vendors on various topics.
- Provide general department support, including drafting correspondences, research, and filing maintenance.
- Other Duties as assigned.



QUALIFICATIONS –

EDUCATION and/or EXPERIENCE

Five (5) years of relevant legal / contracts specialist experience or an acceptable equivalent combination of education and experience.

To perform this job successfully, an individual must be able to perform each essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Excellent interpersonal and communication skills, including ability to effectively understand and explain legal terms.
- Experience with legal document drafting, editing and proofreading.
- Knowledge of negotiation best practices, both in-person and in written form.
- Proficiency in Microsoft Word, Excel, Salesforce, DocuSign, and other Corporate databases.
- Detailed-oriented and organized.
- Ability to analyze processes and data.
- Demonstrates the ability to work independently, takes initiative, and finds ways to remain resourceful.
- Excellent problem solving and presentation skills.
- Has a strong desire to succeed in the face of adversity and demonstrates the willingness to push through challenges associated with changes and new business development.
- Must be willing to work virtually or in an office setting.
- Must be willing to travel, when necessary.

COMPUTER SKILLS – Demonstrate the ability to use a computer and applicable computer software effectively. Intermediate knowledge of Excel & Word, Adobe, PowerPoint, and Outlook. Experience with DocuSign and any other project management product software required.

LANGUAGE SKILLS and MATHEMATICAL SKILLS - Demonstrate the ability to read, comprehend, and respond appropriately through written or verbal form; demonstrate tactfulness when communicating including internal communication with staff members of all levels; ability to communicate with a variety of audiences effectively. Ability to add, subtract, multiply, and divide in all measure units, using whole numbers, common fractions, and decimals.

REASONING – Demonstrate the ability to effectively apply common sense and follow through to daily tasks; demonstrate the ability to work with little or no supervision; demonstrate excellent analytical skills; demonstrate the ability to efficiently conduct research and ask appropriate probing questions to complete necessary tasks.



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. While performing the duties of this job, the employee is frequently required to sit and stand; use phone and headset; use hands, arms, fingers to type; answer phones; write; use calculator; demonstrate strength to lift and carry materials weighing up to 10 pounds; demonstrate clear vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; and drive a motor vehicle on public roads and highways.

SENSORY DEMANDS - The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering information which requires attention to detail and high levels of accuracy.

MENTAL DEMANDS - There are a number of deadlines associated with this position, which may cause significant pressure. The incumbent must also deal with a wide variety of people on various issues.

REGULAR WORK SCHEDULE – Varies depending on business needs; however, company normal business hours are 8:00am to 5:00pm, Monday – Friday