

## **Records & Contract Compliance Specialist - Fiscal Office**

**Date Posted: 8/30/2021**

**POSITION SUMMARY:** This position, under general direction of the Chief Finance and Facilities Officer, is responsible for system-wide records management and compliance; monitoring compliance in the administration of construction, procurement and professional services contracts; supporting risk management programs and maintaining successful relationships with providers.

### **DUTIES:**

- Oversee ongoing systemwide records management processes to ensure compliance with all business, financial, legal, and administrative requirements and regulations.
- Support risk management including relationships with brokers and agents, compliance within CHPL agreements, and COI requests.
- Monitor contractor prevailing wage compliance including review of prevailing wage required forms and review and analyze contractor/subcontractor certified payrolls.
- Assist with building project bidding and documentation.
- Assist, as assigned, in systemwide procurements in supporting RFP and RFQ projects.
- Support building project contract documentation, communication and execution.
- Provide first level review and analyze operational contract drafts timely to ensure compliance.
- Analyze, review, and make recommendations regarding records and information management based on best practices, business needs, and/or legal and regulatory requirements.
- Ensure compliance in vendor relationships.

### **QUALIFICATIONS:**

- Knowledge of principles and practices of records retention administration in the public sector including understanding the role of Ohio History Connection, records retention laws, rules, processes and procedures.
- Knowledge of principles and practices of Ohio public records laws.
- Skills to ensure compliance of contracts and records with all business, financial, legal and administrative requirements and regulations.
- Ability to assist with building project bidding and documentation.
- Knowledge of procurement and RFP and RFQ
- Excellent verbal, written, analytical and problem-solving skills.
- Demonstrated ability in prioritizing and handling multiple projects.
- Demonstrates on-brand customer service by exceeding customer needs and expectations.
- Demonstrates a devotion to diversity, equity, and inclusion efforts of all colleagues and customers regardless of age, cultural background, ability, ethnicity, family status, gender identity, immigration status, national origin, race, religion, sex, sexual orientation, socioeconomic status, and veteran status.
- Demonstrates professionalism in all settings, including being a team player; arriving to work reliably, regularly, and on time; and behavior that is consistent with building a strong organizational culture, while performing work duties.
- Knowledge of contractor prevailing wage compliance, required forms.
- Skills and ability to review and analyze contractor/subcontractor certified payrolls;
- Knowledge of contract law and has the ability to provide administrative support.
- Must have strong time-management, detail-orientation and organizational skills.

- Must demonstrate the skills and abilities to interact with the public, staff, and management in a respectful and professional manner that reflects the Library's Values.
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing practices.
- Proficiency with common computer applications; strong knowledge of Microsoft Office products; ability to acquire working knowledge of new computer programs and technology.
- Capable of problem solving without supervision or supervisory input when appropriate.
- Seeks, accepts, and incorporates feedback and direction.

**Position Type**

Full Time

**Education**

- AA/AS in Accounting, Business Management or a related field
- 3 years of experience3 years of Compliance Experience

**Preferred Qualifications**

- Bachelor's degree preferred
- Public Sector Compliance experience preferred

**Hours**

40 hours per week, schedule may include evenings, Saturdays and Sundays

**Salary**

Grade 7: \$43,992.00 - \$64,688 annual

**Deadline**

Until Filled

Interested candidates should submit their resume and internal application to:

[Current Openings](#)

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