

## Job Description

**Title:** Provider Relationship Specialist

**Department:** Contracts

**FLSA Status:** Non-Exempt

**Reports To:** Director of Contracts and Procurements

**Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

### Job Summary:

The Contracts Specialist will manage Providers Program contracts between the Early Learning Coalition and early childhood educational providers for compliance with local, state, and federal requirements.

### Essential Duties and Responsibilities:

- Works closely with Provider Relationship Manager with the preparation and review process of contracts for completeness and accuracy
- Responsible for provider file maintenance in the N:Drive and recordkeeping
- Coordinate migration of existing documents into a Document Management System (Provider Portal, Enhanced Field System (EFS), or other related databases)
- Review and follow-up with providers to ensure compliance of program requirements and/or other provider inquiries
- Maintain high percentage of 100% compliance on all documents relating to the Providers Contracts
- Entering and maintaining provider data in EFS relating to contracts and updates and changes.
- Responsible for collecting and entering annual provider update forms (CCR&R) in EFS
- Occasional travel will be required
- Performs other duties as assigned

### Skills and Abilities:

- Accountability
- Excellent analytical skills and a detail for accuracy
- Computer Equipment and Software. Microsoft Office Suite
- Excellent interpersonal skills
- Excellent communication skills, both written and oral
- Excellent organizational skills
- Time management and ability to multitask
- Problem Solving
- Initiative
- Flexibility

### Experience and Training:

- High School Diploma or Equivalent
- Minimum of one year of administrative or customer service experience
- Knowledge of principles and practices of organization, planning, records management and research
- Training, education and/or experience may be substituted for certain minimum qualifications

### 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 frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

**This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date