

**Job Title:** Grants & Agreements Specialist

**Closing Date:** Position will remain open until filled

**Salary:** \$55,000 - \$75,000 (DOQ)

**Position Type:** Full-Time, Exempt

**Location:** Omaha, NE

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The Omaha–Council Bluffs Metropolitan Area Planning Agency (MAPA) is seeking a **Grants & Agreements Specialist** to develop, coordinate, and administer agreements between MAPA and external parties. This position will coordinate contract negotiations and amendments as appropriate and will serve as the **primary point of liaison with all agreement stakeholders**. The Grants & Agreements Specialists will **play a critical role in a variety of financial partnerships** and serve as a vital connection between MAPA and the many organizations doing work that benefits the Omaha-Council Bluffs Region. The ideal candidate will be detail-oriented, familiar with government financial processes, able to work well with people both inside and outside of government, and comfortable with understanding and making sure others follow regulations and other requirements. Responsibilities will include, but are not limited to, the listing below.

### Responsibilities Include:

- Communicates regularly with internal staff and external parties on required information and proper documentation regarding all agreements, in order to expedite development, review, execution, administration, and enforcement.
- Manages agreement development through all lifecycle stages (draft, revision, approval, filing, and distribution), ensuring that all agency requirements are met and internal processes and records are maintained.
- Monitors and evaluates internal and/or third-party performance to ensure compliance with statutory, regulatory, agency, and/or contractual obligations; analyzes price proposals, budgets, financial reports, invoices, supporting documentation, and other data to determine allowability.
- Reviews and interprets contract language provisions to ensure compliance with statutory, regulatory, and agency requirements; determines necessity for amendments or extensions of contracts, and recommends appropriate remedial actions as necessary.
- Serves as a primary liaison with agreement representatives to facilitate resolution of problems and issues, as they arise; arbitrates claims or complaints occurring in performance of contracts, and approves or rejects deviations from agreement specifications and schedules.
- Facilitates procurement for professional and general services: RFQ, RFP, and Invitation to Bid processes; scheduling; noticing; assembling bid documents; pre-bid meetings and bid openings; and preparation of agreements contracts.
- Maintain complete, orderly, accurate, and accessible working files and archives. Evaluate records for retention in compliance with Board-approved policies.
- Performs miscellaneous job-related duties as assigned.

### Requirements Include:

- Any combination of training, education and experience that would provide the required skills, knowledge, and abilities is qualifying. A typical way to obtain the required qualifications would be a bachelors degree in finance, business, urban planning, or related field.
- Contracting certifications equivalent to federal FAC-C, FAC-COR, and FAC-P/PM; may be satisfied within 24 months after employment begins.
- Minimum one year experience with preparing a variety of contract documents; writing, administering and enforcing contracts, grants and legal agreements.



- Contractual records management.
- Knowledge of contract and grant administration.
- Knowledge of formal and informal competitive bidding principles and processes and legal requirements.
- Knowledge of records management principles and procedures and maintenance of files and file systems.
- Knowledge of federal cost principles and acquisition rules described in the Code of Federal Regulations (CFR).
- Any combination of experience and training that provides the equivalent scope of knowledge, skill and technical ability to properly perform the work as described.

### Ability and Skill In:

- Developing and/or managing contracts, including tracking documents through the contracting lifecycle, contract compliance items, and keeping organized records.
- Researching, reading, drafting, and comprehending complex contract documents.
- Organizing and successfully completing a variety of contracts-related responsibilities for complex and visible public projects.
- Interpreting, applying and explaining to others policies, procedures, instructions, contract requirements, and applicable laws and regulations.
- Reviewing invoices for accuracy and compliance; using automated accounting tools to monitor, enforce, and report budget execution.
- Comprehending and following verbal and written instructions in technical and non-technical language; explaining complex issues in an understandable way.
- Preparing detailed, complete and timely reports and related documentation; demonstrating excellent verbal and written English language skills; communicating effectively and establishing working relationships with agency staff, appointed commissioners, the general public, other government agencies, businesses, consultants, contractors and developers.
- Applying logical and team-based problem solving techniques that build collaboration and ensure efficient use of resources.
- Managing a variety of competing tasks and priorities while meeting deadlines.
- Taking initiative, overcoming obstacles and maintaining momentum on assignments.
- Anticipating questions, issues and concerns and acting as an effective troubleshooter.
- Administering records management protocols; applying records retention policies.
- Working independently with general guidance from supervisor.
- Making decisions and exercising good judgment; demonstrating political astuteness.
- Maintaining poise while dealing with people in difficult situations; exercising tact and diplomacy; interacting in a professional and courteous manner at all times.
- Maintaining confidentiality of all matters.

### Compensation:

The salary ranges from \$55,000 - \$75,000 annually, depending upon qualifications and experience. This is a full time exempt position. MAPA reserves the right to hire at an appropriate level.

### Benefits:

MAPA offers generous employee benefits including but not limited to:

- Major Medical Insurance
- Dental & Vision Insurance
- Flexible Spending Account (FSA)
- Paid Annual Leave and Sick Leave
- 13.5 Paid Federal Holidays
- Heartland B-Cycle Corporate Membership
- Employer Contributions to Retirement
- Tuition Reimbursement & Professional Development
- Flexible Scheduling

### About MAPA:



MAPA is the Council of Governments serving a six-county region (Cass, Douglas, Sarpy and Washington Counties in Nebraska and Mills and Pottawattamie Counties in Iowa). MAPA performs work related to planning, community development, and transportation and other issues of regional significance. Our purpose is to promote and preserve the quality of life for a more happy, healthy and vibrant region. As a forum for intergovernmental cooperation, we are positioned uniquely to fill in the gaps as connectors, facilitators, advisors, implementers, with a big picture vision and an everyday attention to detail. A career at MAPA is an opportunity to work in an interesting field and make a difference in the region for years to come.

More details on MAPA can be found at: [mapacog.org](http://mapacog.org)

**If you have any questions please contact:** Christina Brownell | Director of Administration | [Cbrownell@mapacog.org](mailto:Cbrownell@mapacog.org)

