



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Contract Management Officer
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8622
<b>Reports to:</b>	Chiefs of Schools
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible
<b>Starting Salary:</b>	\$140,000

**Position Summary:**

Saint Louis Public Schools (SLPS) is currently seeking a qualified Contract Management Officer to join our dynamic team. This individual will be pivotal in ensuring that SLPS adheres to the highest contract compliance standards, integrity, and efficiency. The ideal candidate will bring a blend of experience in K-12 operations, academic partnerships, and student support, along with a strong background in contract management and compliance.

The Contract Management Officer will be responsible for overseeing and managing specific aspects of contract compliance and implementation within SLPS. This includes the development, implementation, and monitoring of policies and procedures that ensure vendor and partner contracts are in full compliance. The officer will work closely with the internal financial management office, operations teams, partnerships team, and external partners to ensure that contract processes are streamlined, efficient, and aligned with SLPS's board policy and strategic goals.

**Essential Functions:**

**Contract Management Lifecycle**

- Tracks the four stages of contract management: pre-contract, contract award, implementation, and closeout.
- Monitor and track contract changes to ensure they are up-to-date and compliant.
- Conduct periodic reviews of contracts to ensure adherence to compliance mandates and protocols.
- Develop a contract monitoring database to monitor and track service agreements, contractual agreements, agency partnership agreements, and memorandums of understanding.

**Compliance and Oversight**

- Partners with the legal team and financial management office to ensure compliance with standardized contract management procedures to mitigate risks and protect SLPS from fraud, corruption, and rogue spending. Investigate and report on alleged violations of rules, regulations, and contract terms.
- Supports Office of Planning and Real Estate to ensure joint use and property lease agreements, property acquisition and land use agreements, and other contracts are negotiated, executed, and properly monitored.
- Review the Board of Education consent agenda for approved vendors and partnerships to ensure all engagements have been authorized and are aligned with district policies.

**Operational Support and Efficiency**

- Develop standard contract retrieval systems and processes to support operational needs.
- Provide technical assistance to contractors and manage service contracts effectively.



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- Implement project management best practices to enhance efficiency and accountability or similar initiatives.

**Strategic Alignment and Performance Monitoring**

- Collaborates with district leadership to establish and monitor Key Performance Indicators (KPIs) to ensure contract management aligns with SLPS's district and business goals.
- Provide oversight to ensure timely and successful delivery of services within scope and budget, aligning with strategic objectives and performance metrics.

**Knowledge, Skills, and Abilities:**

- Proficiency in engaging diverse stakeholders and collaborating to achieve organizational objectives.
- Knowledgeable in educational equity principles and their practical application in technology initiatives.
- Open to feedback and committed to continuous improvement.
- Detail-oriented with a commitment to precision in project management.
- Familiarity with Saint Louis Public Schools' data systems and educational policies.
- Effective at leading and influencing teams to achieve goals.
- Adaptable communication skills tailored to various district audiences.
- Committed to maintaining confidentiality and professionalism in all communications within the public agency context

**Experience:**

- Proven experience in contract management and compliance, preferably within the K12 education sector.
- Strong understanding of K-12 operations and academics.
- Excellent analytical, technology, and organizational skills.
- Strong communication, interpersonal, and leadership skills.
- Knowledge of federal and state laws and regulations relevant to contract compliance.
- Ability to work collaboratively with various stakeholders across different departments.

**Education:**

- Bachelor's degree in business, school administration, law, and/or related field.
- Certification in contract management/compliance is a plus.

**Physical Requirements:**

- Must be physically able to operate a motor vehicle.
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Must be physically able to operate a variety of equipment including computers, copiers, adding machines, etc.
- Light work usually requires walking or standing to a significant degree.



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**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***