

TITLE: Information Officer (Contracts Management)

LOCATION: NEIWPCC, Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854

BACKGROUND INFORMATION: NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across shared regions, ecosystems, and areas of expertise. NEIWPCC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

Water Resource Protection Division oversees NEIWPCC's work related to source water protection, contaminants of emerging concern, and quality assurance.

JOB SUMMARY: The Information Officer (IO) will support the Water Resource Protection division and the Fiscal division. Duties include: data entry and administrative support, assist with drafting subaward agreements and other procurement contracts, analyzing insurance documents for compliance with contract specifications, processing contract packages, analyzing invoices, and assisting with various other tasks as needed. Desired candidate is detail-oriented, and proficient in Advanced Microsoft Access, Excel, Word and Teams.

DUTIES AND RESPONSIBILITIES:

- Support NEIWPCC's legal team in processing contract packages using Access and Excel.
- Assist the Contracts Manager with the management of subawards and contracts, including amendments.
- Assist the WRP Director with processing contractor invoices.
- Process contract closeout packages.
- Develop forms and tables and run queries and reports using Access and Excel.
- Provide data entry for contract award letters and track contractor submission of mandatory documents.
- Send contractor e-mail reminders for quarterly reports, contract end dates, and final reports.
- Develop Excel reports and charts, Word template forms and PowerPoint presentations.
- Follow-up with contractors regarding the status of their contracts.
- Assist Contracts Manager in drafting contracts and contract amendments.
- Webpage Administration – help ensure the NEIWPCC contract webpages are up to date and upload new materials, as necessary.
- Special projects, as assigned.
- Review Contractor insurance submissions for compliance with contract specifications.
- Maintain contract/vendor files.
- Maintain accurate spreadsheets.
- Analyze data for accuracy.
- Other duties as assigned.

SUPERVISORY CONTROLS: This position has a joint reporting structure. Incumbent operates under the general supervision of the Information Officer – Contracts Manager & the Comptroller who provide instruction on new work, guidance, and review of completed work to assure accuracy and adherence to established policy and requirements. Incumbent may also take instruction from other members of the Water Resource Protection and Fiscal Divisions as needed. The incumbent is expected to independently perform tasks in an efficient and accurate manner, using good judgment.

PREFERRED QUALIFICATIONS: A bachelor's degree in business management or related field.

Applicants must have at least three years of full-time, or equivalent part-time, technical, or professional experience in the field of above, of which at least one years must have been in a professional capacity.

The successful candidate will have a passion and interest in preserving and advancing water quality.

Personal Characteristics

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPCC.
- Ability to build collaborative relationships across NEIWPCC and our partners.
- Approachable and diplomatic in all interactions.
- Able to manage change and articulate the "value case" for it.
- A team player who is inclusive and willing to help others.
- Dependable and capable of fostering trust.
- Accepts responsibility and is accountable for results.
- Ability to exercise discretion in handling confidential information.

Special Knowledge and Skills:

- Ability to collect and analyze data in a collaborative team environment.
- Effective verbal and written communication skills, including individuals at all levels, inside and outside NEIWPCC.
- Proficiency in the following software applications sufficient to apply/support them with minimal instruction or guidance: Microsoft Access, SharePoint, Adobe Acrobat, and Microsoft Office Suite (Word, Excel and PowerPoint).
- Flexibility and the ability to work with shifting priorities; embrace new/evolving responsibilities.
- Ability to quickly learn new systems and tools.
- Proofreading and editing skills.

REQUIREMENTS:

- A valid driver's license and access to own transportation is required.
- Attendance is mandatory in the Lowell office for orientation and at the annual All Staff Meeting (held the last Thursday and Friday in March each year).
- This is a full-time position. This position requires incumbent to be in the office or at the assigned work location Monday – Friday for the first six months of employment. After six months of employment, this position may be eligible for a partial telework schedule, subject to approval and determined by program and office needs. Telework schedules are authorized by the Executive Director.
- Proof of COVID-19 Vaccination required.

SALARY: Salary dependent upon level of experience and qualifications.

BENEFITS: Benefits provided but not included in salary range: vacation, personal and sick leave, health, dental, disability and life insurance, retirement plan. This position requires the incumbent to work five days a week, 7 ½ hours per day, except for approved compensatory time.