

TITLE: Information Officer (Contracts Administration)

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

BACKGROUND INFORMATION: NEIWPC 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. NEIWPC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

Water Resource Protection Division oversees NEIWPC'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 management and administrative support, assist with 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 Excel, Word, Access and Teams.

DUTIES AND RESPONSIBILITIES:

- Support NEIWPC's legal team in processing contract and closeout packages using Access and Excel.
- Assist the Contracts Manager with the management of subawards, procurement contracts, and amendments.
- Assist the WRP Director with processing contractor invoices and managing Outlook emails.
- Manage hyperlinks in the Legal Bank, an Excel database of Legal's templates, memoranda, and grant awards.
- Develop Word forms and mail merge templates, and manage Access queries, tables and reports.
- Perform MS Excel power queries, create pivot tables, loader files, and charts for monthly and annual reports.
- Troubleshoot Access and Excel programming issues.
- Provide data entry for contractor award letters and act as liaison with offsite Grants Manager in processing and updating Contractor workplans, request forms and other mandatory documentation.
- Send contractor e-mail reminders for quarterly reports, contract end dates, and final reports by creating Access and Excel queries and Word and Outlook mail merges.
- Create PowerPoint presentations and manage SharePoint documents.
- Follow-up with contractors regarding the status of their contracts and mandatory documents.
- Assist Contracts Manager in drafting amendments.
- Webpage Administration – help ensure the NEIWPC contract webpage is up to date and upload new materials, as necessary.
- Contract Insurance Management: Review Contractor insurance policies for compliance with NEIWCC policies and submitting Access/Excel reports.
- Provide content for NEIWPC publications, examples include Interstate Waters Magazine, Streamlined, Annual Reports, State Summaries, as well as the NEIWPC website and social media.
- Maintain contract and accounting files.
- Maintain accurate spreadsheets.

- Analyze accounting data for accuracy.
- Special projects and 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.

MINIMUM QUALIFICATIONS: An associate degree with at least 5 years professional experience in an office setting. Exceptional attention to detail. Experience in Excel programming and proficiency in Word, Outlook and PowerPoint sufficient to apply them with minimal instruction or guidance.

PREFERRED QUALIFICATIONS: A bachelor's degree in business management or related field, with 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 year must have been in a professional capacity. Knowledge in Access a plus.

Personal Characteristics

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPC.
- Ability to build collaborative relationships across NEIWPC 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:

- Advanced Microsoft Excel experience, with database management capabilities. The ability to perform Excel power queries and create pivot tables, loader files, and charts is needed. Excel certification a plus.
- Proficiency in the following software applications: SharePoint, Adobe Acrobat, and Microsoft Office Suite (Word, PowerPoint, Access and Teams).
- 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 NEIWPC.
- 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.