Staff Attorney/Contract Administrator

EXEMPT

DEFINITION:
The Staff Attorney/Contract Administrator performs highly responsible and specialized duties related to the Virgin Islands Department of Labor’s legal and contractual needs. This individual will be responsible for providing the Department with substantive legal analysis, advice and assistance on legal issues, as well as, contractual agreements. The Staff Attorney/Contract Administrator will also be responsible for drafting, developing, administering and managing all contract agreements and amendments for the department including but not limited to contracts for purchases, materials or services, memorandums of agreement and understanding, and all contract supplementals and amendments between agencies of the Government; interagency agreements and sub-grantee agreements.

DUTIES (NOT ALL INCLUSIVE)
- Plans, organizes and directs the administration of contracts in order to ensure efficient and effective functioning with the framework of Departmental needs in accordance with laws, rules, regulations and policies;
- Monitors performance throughout the life of the contractual agreements.
- Initiates and continues correspondence with the contractors and vendors throughout the contractual process and examines supporting contractual documents to ensure requirements are met;
- Prepares change orders, renewal options, amendments, and supplemental agreements as necessary during the life of contracts;
- Maintains security precautions that relate to the preclusion of dissemination or disclosure prior to negotiations of confidential or official information contained in applicable contract files;
- Supervises, and provides oversight to contract specialist on all contract administration functions and duties;
- Provides guidance to the Department on procurement planning and preparation.
- Communicates on behalf of Department with relevant stakeholders;
- Reviews and manages payment certification processes for compliance with all federal and local procurement policies.
- Updates and notifies the Department about newly implemented policies, federal and local mandates, regulations, guidelines, contract provisions/ clauses, compliances etc.
- Drafts and solidifies agreements, contracts, rules and regulations, Policies & Procedures, and Legislation, as needed.
- Conducts factual legal research and analysis on matters of interest to the Department as assigned.
- Ensures the confidentiality of information while developing, administering, and making decisions to prevent unlawful or unintended use, and/or disclosure of information regarding employees, claimants, employers, and job seekers; takes appropriate action to address issues of confidentiality when identified.
• Performs other related duties as assigned.

FACTOR-1-KNOWLEDGE REQUIRED BY THE POSITION:

• Knowledge of a broad range of professional legal concepts, principles, precedents, methods, and practices which enable the employee to examine and decide on approaches to legal proceedings, negotiations, lawsuits, and/or claims.
• Knowledge of local territorial rules and regulations, federal laws, and regulations; as well as, current knowledge of alterations in legislation and procedures governing contract administration.
• Knowledge of Departmental rules, regulations and methodologies of accurate procurement procedures and rules of Government contracting.
• Knowledge of the code of professional ethics, rules of confidentiality, and conflicts of interest laws.
• Knowledge and proficiency in MS Office-Word, Excel, and PowerPoint applications.
• Knowledge and proficiency with the Fastcase, Westlaw or Lexis Nexis platforms.
• Knowledge and proficiency regarding legal research.
• Ability to work independently with little or no supervision;
• Ability to demonstrate sound judgment and to analyze data, facts, laws, rules, situations, information thoroughly and accurately. This is most evident in the incumbent’s ability to understand, interpret, and explain laws and policies pertaining to government procurement and contracting.
• Ability to conduct research to best advise and provide direction in instances where little policy direction is provided.
• Ability to use discretion and professionalism with regard to the handling, disclosure and dissemination of confidential information.
• Ability to establish and maintain effective and professional working relationships with administrators, colleagues and vendors.
• Ability to draft contractual language outside of the standard required language to support Government’s needs;
• Ability to develop, update and/or edit policy and procedures;
• Ability to speak and write clearly and concisely.
• Strong organizational skills.
• Comfortable handling large workload under time constraints.

FACTOR-2- SUPERVISORY CONTROLS:
Work is performed under the direction of the Department’s Assistant Commissioner/Legal Counsel. Employee carries out work with minimal supervision (i.e. the supervisor sets only goals, priorities, and deadlines; and the employee uses guidelines that cover most situations).

FACTOR-3- GUIDELINES:
Guidelines consists of particular titles of law and related rules and regulations, department manuals providing policies and legal precedents of other cases.

**FACTOR-4- COMPLEXITY:**

Processes and procedures may vary from one assignment to the next, although assignments are related in function and objective. Based on the assignment, the employee must use diverse but conventional methods, techniques, or approaches. Problems are typically the result of unusual circumstances, variations in approach, and incomplete or conflicting data. The employee must interpret data and refine methods to complete assignments in accordance with departmental, Federal and local policies.

**FACTOR-5- SCOPE AND EFFECT:**

The purpose of the work is to provide legal guidance for all issues of risk and legal exposure for the department; with a concentration on contract negotiations. Work affects a wide range of professional projects, contracts, administrative activities of the department, influences internal and/or external operations, and impacts many people.

**FACTOR-6- PERSONAL CONTACTS:**

Contacts are somewhat unstructured and primarily with departmental staff, employees from other government agencies and/or businesses, managerial personnel, attorneys, and other administrative officials. Contacts will also include points of contact with various levels of the managerial and sales teams of the vendors from whom the Department creates a relationship.

**FACTOR-7- PURPOSE OF CONTACTS:**

External contacts are made to obtain, clarify or give facts or information relating to legal matters pertaining to the Department; as well as, in the negotiation of contracts.

**FACTOR-8- PHYSICAL DEMANDS:**

Work is in a standard office setting and is sedentary in nature. No unusual physical demands are required. While performing the duties of the job, the employee is regularly required to talk and hear within normal range; and read for information and instruction of others.

**FACTOR-9- WORK ENVIRONMENT:**

The work environment is within an office setting.

**MINIMUM QUALIFICATIONS:**

- Juris Doctor from an American Bar Association Accredited Law School
- Application to the U.S. Virgin Islands Bar and attainment of licensure within two years;
if already barred within the USVI, candidate must provide certificate of Good Standing.

- A minimum of one (1) year of experience in Administrative or Contractual Law preferred.
- Bilingual in Spanish is a plus
- Possession of a valid Virgin Islands driver’s license and if necessary be able to provide own transportation in conduct of work assignments and willingness to travel between St. Thomas, St. John and St. Croix as required.

DATE: _______________ APPROVED: _______________

DIRECTOR