



Position: REVENUE & CONTRACT MANAGER

Civil Service Title: MANAGEMENT DEVELOPMENT SPECIALIST I (c0363)

Date: April 2, 2018

Main Functions:

The Revenue & Contracts Manager is responsible to oversee and manage all NORD procurement functions, contractual relationships, including vendor contracts, programmatic partnerships, and Cooperative Endeavor Agreements for specific NORD activities, services, and facilities, and revenue streams for NORD. The position responsibilities include ensuring the proper collection, accounting, and routing of funds for facility rentals, fees for services, contractual vendor relationships, and merchandise sales.

Reports to: *NORD Management Services Director*

Duties:

- Directly supervising the Rentals Supervisor, Contracts Supervisor, and two (2) procurement clerks;
- Overseeing and managing all NORD facility rentals, projected to be in excess of 1,000 rentals and \$400,000 annually;
- Ensuring that all self-generated revenues are properly invoiced, collected, routed, and reported, according to NORD and City policies and procedures;
- Communicating and collaborating with NOPD, DPW, Sanitation, and elected officials to ensure all rental events are well coordinated, safely operated, and communication is thorough;
- Preparing monthly, quarterly, and annual reports that track and analyze income generation, along with recommendations for process improvement;
- Participating in the development of a comprehensive and equitable fee for service structure, based upon industry standards and best practices, as part of a strategic, sustainable revenue platform;
- Developing tracking and reporting systems for new revenue streams as they come online;
- Collaborating with the NORD Management Services Director to ensure proper budgeting, reporting, and accounting of all funds;
- Submitting and managing payroll and operating expenditure documents according to policy, and in a timely manner;
- Overseeing all NORD contractual relationships and documents, including CEAs regarding programmatic partnerships and facility use agreements, projected to be over 100 contracts annually;
- Collaborating with the Law Department to ensure that all contracts/CEAs are drafted, routed and executed in a timely manner;
- Managing multiple relationships with individuals and organizations involved in renting and utilizing NORD facilities; be accessible and approachable while delivering world-class customer service and representing NORDC in a professional and competent manner;
- Working well with all NORD divisions, as well as internal and external customers, while maintaining a high level of service delivery and cross-functional collaboration; and performing related duties as required.



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Knowledge, Skills and Abilities:

- **Learning Agility, Work Ethic, and Dependability:** Expertise in Microsoft Excel and high proficiency in other Microsoft Office applications.
- **Communication, Information Sharing:** Professional competency in spoken and written English
- **Problem Solving / Critical Thinking, Process Improvement, Adaptability, Planning & Organization:** Able to effectively manage multiple projects and assignments under time constraints and changing priorities
- **Leadership & Supervision:** Able to work independently and lead a team of subordinates

Employment Requirements:

- Must maintain an Orleans Parish domicile.
- Bachelor's degree from an accredited college or university; and
- Four*(4) years of full-time professional work in fiscal management or a closely related field. At least one (1) year of this experience must have been supervisory. *A Master's Degree from an accredited college or university may be substituted for two (2) years of non-supervisory experience.
- A valid driver's license.

Compensation/Status:

Annual Base Salary:	\$44,061 /NON-EXEMPT
Benefits:	City of New Orleans benefits package
Work Week:	35 hours per week, subject to flex time