

CONTRACT ADMINISTRATOR
Housing Authority City of Pittsburgh

DEPARTMENT: Procurement	ACCOUNTABLE TO: Director of Procurement	LOCATION: 201 Kirkpatrick Street
UNION STATUS: Non Union	FLSA STATUS: Exempt	SALARY: \$32,000.00 - \$40,000.00

SUMMARY:

Under the general supervision of the Director or his designee, manage and oversee the administration of all phases of contract procurement. Must be skilled in procurement and/or administration of contracts. Knowledge and federal procurement practices and guidelines helpful. Employment requires City of Pittsburgh residency. Must possess a valid PA driver's license and the use of an automobile during work hours.

TRAINING AND EXPERIENCE:

Associate's degree in public, business administration or related field. One to three years progressively responsible experience in procuring, contracting and/or administration of contracts. Federal procurement and/or housing authority contracting experience a plus. An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be accepted.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic procurement and contract administration practices. Skill in simultaneously directing multiple projects. Strong verbal and written communication skills; mature interpersonal skills including tact, discretion, and sound business judgment; strong organizational skills and ability to interact with a variety of persons. Strong analytical skills. Excellent computer skills (Microsoft Office). Ability to monitor and administer assigned procurement tasks and responsibilities. Must have a valid PA driver's license and use of a vehicle during work hours. Employment requires City of Pittsburgh residency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Complete all required steps in the procurement of goods and services as outlined in the HAPC Procurement Policy.
- Attend pre-submission, evaluation and interview meetings of all professional services and construction procurements assigned.
- Conduct and coordinate necessary investigation to resolve procurement and contract problems.
- Assist in development and implementation of programs and contract-related resident initiatives, such as Section 3 and bidding by resident-owned businesses for public housing communities in the City of Pittsburgh.
- Assist in the preparation of invitation for bids, requests for proposals and addenda. Participate in review of submissions and recommend award to Director and Contracting Officer.
- Assist in developing, implementing and monitoring the department's budget.
- Compile accurate budget reports as requested or required.
- Coordinate work with other Procurement staff as assigned.
- Support Contract Manager as needed.
- Update contract filing system including the use of OnBase document management.
- Maintenance of Standard Operating Practices
- Monitor programs to which assigned, assuring an orderly and timely procurement process.
- Assist in orientation and training of new procurement staff.

- Perform other related duties as required.

PHYSICAL ACTIVITIES/REQUIREMENTS:

Speaking, seeing, hearing, sitting, reaching, grasping, digital manipulation required. This is office work usually requiring no more than 10 lbs of force on a frequent basis.

ATTENTION: If you are interested in this position you **must** indicate your interest in writing to:

Human Resources Office
200 Ross Street, 1st Floor
Pittsburgh, PA 15219

You must re-apply for each posting.

An application prior to this posting may **not** be considered.

NOTE: “A condition of employment with the Housing Authority City of Pittsburgh is the understanding that the employee will be transferred for assignment in accordance with the need of the Authority. Refusal of transfer to any Authority office throughout the City will be considered sufficient cause for dismissal.”

NOTE: If you have a disability and would like a reasonable accommodation to participate in the application, hiring, testing, or employment process, or in the course of employment, please make your request to the Human Resources Department. You may ask for an accommodation any time during the application process or throughout your employment at HACP. HACP will make every effort to meet all requests that are reasonable and that would not result in a fundamental alteration in the nature of the program or an undue financial and administrative burden.

POSTING DATES:

October 12, 2009 – October 16, 2009

AN EQUAL OPPORTUNITY EMPLOYER