

SPRINGFIELD HOUSING AUTHORITY

200 North Eleventh Street

Springfield, IL 62703

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

Position Vacancy

CONTRACT ADMINISTRATOR

Full-Time Position/Salary Range: Negotiable

EDUCATION & EXPERIENCE:

Bachelor's Degree in architecture, engineering, business administration or a related field; knowledge of HUD grant regulations; must be knowledgeable of Federal, State and local building regulations. Three (3) years of increasing management, oversight, or supervisory responsibility in a private or public agency or any equivalent combination of training and work experience.

DUTIES & RESPONSIBILITIES:

Prepare preliminary architectural work drawings to include details and explanatory notes for new/remodeled buildings and structures; write/direct the writing of specifications and estimates for development of SHA properties. Estimate project costs by analyzing plans and pertinent factors. Assist the Divisional Director in preparing Request for Proposals and/or bids for work items approved in modernization, maintenance and development programs; also assist in obtaining cost estimates and related data for incorporation in proposals and applications. Assist the Divisional Director in bid evaluations and recommendations to the Executive Director and Board of Commissioners. Under the supervision of the Divisional Director, works in cooperation with legal counsel, architects, and engineers in the evaluation of bids and proposals. Assist in the preparation of contract documents for general contractors, subcontractors, suppliers and professional services in accordance with requirements of the State of Illinois, U.S. Department of Housing and Urban Development (HUD), local government, and SHA Procurement Policy provisions. May perform energy audits, consumption analysis, cost comparisons and other studies related to Modernization and Development activities. Prepare initial draft of all documentation, records and reports for Modernization, Development and associated activities to ensure the SHA is complying with federal reporting requirements.

APPLICATIONS SHOULD BE FORWARDED TO:

Springfield Housing Authority
Department of Human Resources
200 N. Eleventh Street
Springfield, IL 62703

Via e-mail: wendym@sha1.org or fax: 217-753-4421

Employment Applications are Available on the SHA Website:

www.springfieldhousingauthority.org and by clicking on the link below

<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=184781443>

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

Posting Dates: 6/5/2018 – 6/15/2018

This position will remain open until filled

County Residency Required Within One Year of Employment

The Springfield Housing Authority is an Equal Opportunity Employer