

The Housing Authority of Kansas City, Missouri is seeking qualified candidates for the role of **Contract Specialist**. The primary purpose of this position is to work with the Director and staff to assist in the development and preparation of bid documents and the subsequent contracts; assist in obtaining all necessary documentation, processing payment for completed projects and maintenance of departmental records in accordance with departmental policy. *Full job description can be found on agency website. www.hakc.org*

ESSENTIAL FUNCTIONS:

Essential Duties and Responsibilities: The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

1. Conduct sealed bidding for project contract requests; receive and analyze bid responses and make recommendation for award to departmental Director.
2. Prepare and place advertisements for RFP's, RFQ's, and IFB's in local newspapers; receive and review all invoices for advertising of competitive bids and proposals and process for payment.
3. Maintain contracting documentation, including wage compliance information; assures that data is maintained in accordance with all policy and procedure requirements and available for auditors, department heads and executive staff to obtain required information.
4. Ensure compliance with HUD Guidelines and HAKC Policy and Procedures, Davis Bacon wage compliance; requiring submission and review of certified payrolls for payment Contractor insurance, bonding if required, etc.
5. Assist contractors in completing contract documents as required.
6. Confirm availability of funding with Budget staff for all contracts awarded.
7. Obtain signatures on all Resolution Forms documents and conducts follow-up to insure timely processing by all required signatories
8. Assist in the preparation of financial and administrative reports of purchasing and contracting activities.

9. Manage all contract data, in the system and in hard copy, including accounting information and any corrections or change orders needed to update the contract.

10. Review payment requests and ensure procurement procedures are followed and accounting is correct; ensure proper documentation and compliance forms accompany all requests for payment; audit ARRA payment requests for completed Buy-American certification and attachment of all evidentiary documentation if required; forward for processing of payment request.

11. Count bid openings.

12. Prepare amendments to existing contracts for renewal, extensions or change orders, and submit for review by Director. Maintain procurement records in accordance with current record retention policies.

13. Maintain files for Procurement and Contracting functions in accordance with departmental policy requirements and audit standards.

14. Participate in cross training program with Procurement and Contracts staff for providing coverage during staff absences.

15. Maintain procurement records in accordance with current record retention policies.

Education and/or Experience

High school diploma/GED, supplemented with five (5) years of progressively responsible business experience. Must have a proficient knowledge of governmental Procurement and Contracting regulations, preferably HUD. Must be able to work independently to complete tasks.

Interested applicants can send applications or resumes to tgumbel@hakc.org or fax to 816-968- 4225.

Housing Authority of Kansas City, MO is an Equal Opportunity Employer and is a drug and alcohol free work environment.

POSITION IS OPEN UNTIL FILLED

Job Type: Full-time

