
Job Description

Job Title: Contract Specialist
Job #: PC2
Department: FINANCE/PROCUREMENT AND CONTRACTS
Reports To: Manager of Procurement and Contracts
FLSA Status: Exempt
Approved Date: 2021

JOB SUMMARY

Responsible for overseeing the Contracting and Procurement activities of the Authority to ensure compliance with all HUD, State, Local, and internal policy regulations. Responsible for providing Contract Administration for all goods and services procured by the Authority and to perform all administrative tasks required to operate a procurement department. The incumbent will generate and maintain solicitations for various goods such as maintenance, repair and operations orders, office supplies, and services such as development partners, security, grounds maintenance, and architectural and engineering services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below illustrate of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.

1. Administer contracts in accordance with Authority policies and procedures.
2. Develops Invitations for Bids (IFBs), Requests for Proposals (RFPs), and Request for Qualifications (RFQs) in conjunction with Authority department heads and other requesting parties.
3. At direction of Manager of Procurement and Contracts, coordinates and facilitate evaluation committees to evaluate proposals submitted in response to IFB's, RFPs and RFQs.
4. Reviews all bid requests to ensure procurement procedures are followed and recommend award of contract. Manage e-mail communications and participate in meetings to finalize bids and contracts.
5. Ensures all contracts awarded follow proper procurement procedures. Monitor all payroll for the contracts submitted on a weekly basis, start to finish.

6. Monitors contracts and work with contract monitors to develop compliance reporting forms for all contract requirements.
7. Assists in the preparation of resolution for presentation to Board in cooperation with department heads and other requesting parties for all contracts over \$100,000.
8. Solicits and records bids and recommend contract awards for Construction between \$2,000 - \$250,000 and is backup for Non-Construction between \$2,000 - \$250,000.
9. Prepares change order requests for approval and signature by Executive Director after recommendation by Project Manager.
10. Reviews pay applications and send approval and signatures by Executive Director.
11. Asks Property and Project Managers for recommendations on contract extensions. Prepare amendments for contact extensions and send for approval and signatures by Executive Director after recommendations by Project Manager.
12. Reviews invoices for contract compliance on pricing.
13. Ensures all necessary forms, documents, and justifications for actions taken are included in contract file. Maintain procurement and contracting records in accordance with record retention policies.
14. Attends pre-construction conferences to educate assigned contractors in contract requirements.
15. Participates in Inventory Initiative, a data cleanup process.
16. Participates in HUD training and maintain knowledge of rules affecting Authority policies and procedures.
17. Researches and analyzes annual Section 3 report.

SUPERVISORY RESPONSIBILITIES

The employee receives directions from the Manager of Procurement and Contracts. Courses of action, deadlines and priorities are established by policy, procedure, rule, regulation or the Housing Authority of Kansas City, Missouri, depending upon the assignment. Normal duty assignments are performed by the employee based on his/her own judgment. The employee has no supervisory responsibility.

QUALIFICATIONS AND COMPETENCIES

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a

positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

EDUCATION AND EXPERIENCE

Bachelor's degree from four-year college or university; or one to two (1-2) years' related experience and/or training; or equivalent combination of education and experience. Must have considerable knowledge of contracting principles and standards, construction techniques and methods. Must have working knowledge of HUD contracting requirements and Department of Labor Standards.

The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director or his/her designee:

- Procurement and Contract Management

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment with occasional travel to meetings. The incumbent frequently uses standard office equipment including personal computers, telephone and related equipment.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is moderate. Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted and ventilated.

CONTACTS

The employee has contact with a broad range of individuals including co-workers, and business professionals such as contractors, consultants and other business firms. Personal contacts serve multiple purposes including giving or exchanging information, making decisions, providing services, decision making, resolving problems, and negotiation.

OTHER REQUIREMENTS

1. Must possess a valid driver's license.
2. Must be available for occasional overnight travel for training.
3. Must pass employment drug screening and criminal background check.
4. Must work with the highest degree of confidentiality.

The Housing Authority of Kansas City, Missouri is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Housing Authority of Kansas City, Missouri is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE