

# Housing Authority of the City of East St. Louis

## Job Description

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**Title:** Contract Administrator

**Salary:** \$32, 803 (Non-Exempt)

**Reports To:** Director of Contracts

### **Position Description:**

Responsible for administering Contracts. Consult with staff to ensure compliance with HUD requirements and represent ESLHA when dealing with external business partners.

### **Essential Duties:**

1. Performs a variety of office and clerical duties and activities of a general and specialized nature for contracts department, i.e., composes, types and proofreads correspondence, forms, reports and other material and disseminates information as instructed.
2. Responsible for work in procurement and the performance of specialized accounting functions as related to contracts through creating solicitations and contracts.
3. Assist with the preparation Requests for Proposals, Invitations for Bids, Requests for Qualifications, Quote for Small Purchases in accordance with HUD guidelines and ESLHA policy and procedures for assigned projects.
4. Assist with the preparation of agendas for meetings related to assigned projects including pre-bid, pre-proposal, and pre-award, etc.
5. Prepare and process all bid documents, contract award documents, change orders, contract modifications, pay requests, and contract close-out documents in accordance with HUD guidelines and ESLHA policies and procedures.
6. Prepare, process and review all documents associated with labor standards compliance in accordance with HUD guidelines and ESLHA policies and procedures.
8. Review and process all contractor and subcontractor information to ensure compliance with all requirements of the General Conditions, including insurance, debarment, minority participation and Section 3.

9. Primary point of contact for the Agency when projects are in the bidding phase.
10. Review all contract claims with the Director of Contracts.
11. Coordinate and assist in review of submitted proposals and bids; process of recommendations for awards.
12. Prepares files in a manner consistent with local, state, federal laws, and ESLHA practices. Maintains confidentiality at all times. Serves as custodian of office files.
13. Maintains calendar of activities, meetings, appointments, and various events for department.
14. Completes other technical assignments in support of the department's overall workload (e.g. reports, notices, spreadsheets, reports).
15. Operates various standard office equipment, i.e., computers, calculators, copy machines, postage meters, etc.
16. Attends various meetings as instructed. Perform and maintain records minutes and notes.
17. Accepts inquiries from internal and external parties on Contract activities, directs to Supervisor and/or initiates responses as directed.
18. Performs other related duties as assigned.

Performance Standards:

- Attendance is reliable; leave does not exceed the amount permitted, the employee has no unexcused absences from the job and the employee is available to work during non-business hours as needed.
- Work priorities are clearly established and followed. Deadlines are met on all assignments.
- Employee exercises good telephone skills. No complaints are received regarding telephone etiquette from staff or from public.
- Files are maintained in accordance with HUD guidelines and good record keeping practices, in a neat, detailed, organized and orderly fashion so that files are easily located; all documents are properly filed within three (3) business days.

- Specifications, bid documents, solicitations are prepared and submitted in a timely manner.
- Change Orders, contract modifications, pay requests, and sub-contractor information are reviewed and processed in a timely manner.
- Contracts are completed and closed out within established schedule. Contract claims are resolved in a timely manner.
- Effective communication is maintained with internal and external parties.
- The public is treated with respect and courtesy; callers and visitors are screened and properly handled; and information is provided to the public accurately and appropriately.

Qualifications:

Education: A minimum of a high school diploma or G.E.D. and clerical, secretarial or business school required with a certificate of completion.

Experience: A minimum of three years of experience in procurement, administration of contracts, preferably in public housing or similar government unit.

Special Skills: Accurate typing is performed at 50 wpm, with a 2% error rate.  
 Knowledge of standard business practices and protocols.  
 Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)

Other

Requirements: Maintain a valid driver's license and a safe driving record.

Submit Resume to:

[eslha-hr@eslha.org](mailto:eslha-hr@eslha.org) or online at: [www.eslha.org](http://www.eslha.org)

***East St. Louis Housing Authority is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.***