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Homes. People. Partnerships. Good. www.homesforgood.org



Homes for Good cares deeply about the health and safety of our residents, employees and job applicants. As a precautionary measure in response to the current COVID-19 outbreak, Homes for Good will use electronic communication tools such as teleconferencing or video conferencing during our hiring process in lieu of traditional in-person interviews to maximize social distancing.

Homes for Good is seeking a Contract Administrator to join our team!

**Contract Administrator
Posting # 09.10.2020
Salary - \$4,394.88 - \$5,609.10 per month**

WHO WE ARE

Homes for Good Housing Agency is a high performing public housing authority located in Eugene Oregon, servicing all of Lane County (4,600 sq. miles). The Agency's primary work is to help low-income Lane County residents access and maintain affordable housing.

Homes for Good has been and will continue to implement a workplace culture change that includes increased emphasis on racial justice, customer service, quality control, and compliance. Homes for Good is passionate about providing employees opportunities to maximize career growth while experiencing the personal satisfaction of working for a mission driven organization.

At Homes for Good, employees are supported and empowered by a collaborative culture that shapes how we work together with the common goal of providing essential housing services throughout Lane County.

Homes for Good is an equal opportunity employer, committed to Diversity, Equity & Inclusion throughout our organization and within our hiring and promotional practices. We endeavor to hire a workforce that is representative of the communities we serve, with an understanding that a diverse and inclusive staff will strengthen our Agency. All applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or national origin.

OUR SUPPORTIVE HOUSING TEAM

Our Supportive Housing Division provides housing and supportive services directly to the people who need it most and our cross-functional team is dedicated to providing exceptional customer service while supporting our residents in achieving stability and success. The Supportive Housing Division consists of the Property Management, Resident Services and Maintenance departments. Our combined programs help over 900 households increase stability, access to opportunity, and success in housing.

The Property Management department works to ensure that our properties are well maintained, residents feel supported and safe and that we are compliant with HUD rules and regulations. The Resident Services department works closely with residents to ensure that their basic needs are being met, provides community resources and referrals, eviction prevention, and supports and coordinates on-site programming such as food programs. The Maintenance department works closely with Property Managers and residents to ensure their homes are maintained in excellent condition, that work orders are completed in a timely manner and that annual preventative maintenance and grounds upkeep to ensure that our communities are well kept and welcoming to the residents that we serve.

WHAT YOU WILL DO FOR OUR TEAM

As an important team member in our Supportive Housing Division, this position is responsible for carrying out quotes, bidding and the process for entering into service contracts, procurement and related projects. You will assist with estimating pricing, scheduling and other functions related to operational contracting. You will also serve as the Agency representative on service contracts and goods agreements, ensuring compliance with public contracting regulations and protocols.

DUTIES: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Coordinate Agency procurement of goods and services while ensuring accepted practices and controls are followed to assure compliance with Agency procurement policies.
- Serve as the organizational administrator and expert for Oregon Procurement Information Network (ORPIN) and for the Oregon Buys system when it replaces ORPIN in 2020 or 2021.
- Conduct full life-cycle contract management including pre-award functions such as conducting market research, coordinating with stakeholders, publicizing contract actions, soliciting bids and drafting awards as well as post-award functions such as contract administration, modifications and closeouts.
- Maintain familiarity with long-term maintenance service contracts. Keep annual scheduled testing and inspections current for capital replacement requirements of public housing and assisted housing developments.
- Reviews purchase orders, invoices and contracts for completeness, accuracy, and compliance with government and agency policies and procedures; determines the most appropriate method of procurement; determines if requested items can be obtained via an existing contract; conducting pre-bid/proposal conferences, distribution of bid invitations and participates in walk-throughs with bidders/offerors on site locations.
- Attend and/or coordinate meetings between contracted firms and applicable parties, project design teams and authorities having jurisdiction to identify, review, and resolve possible contract conditions, code interpretation conflicts, proper methodology, conduct, and procedures.
- Assist in compiling and preparing quote/bid documents and bidders list(s), including preparations for contractor inquiries, request for quote/bids and recommendations for award of contract.
- Draft, review, and organize Request for Quote/Bids/Proposals.
- Ensure compliance with and provide direction in implementing HUD Section 3 and Minority-owned, Women-owned, or Emerging Small Business strategies and requirements.
- Carry out field inspections to assure contract requirements are being met and monitor and help manage quality performance.
- Obtain, verify, and maintain critical project documentation such as; certificates of insurance, bonds, applications for payments, test reports, warranties, change order documentation, and other contract instructions. Establish and update records of correspondence related to contract activity.
- Review and recommend acceptance of change proposal, quote and render impartial interpretation to the contract when claims arise.
- Coordinate and perform inspections of contract deliverables; secure applicable documents for contract closeout, certify completion and prepare close-out forms for contract deliverables; review projects prior to end of warranty period for applicable items.
- Maintaining and review Certified Payroll records as required.
- Ensure compliance with and have experience in implementing BOLI and Davis Bacon Wage requirements.
- Support procurement policy management, process improvements, reporting, and training & education efforts contributing to an effective and efficient procurement organization.
- Provide guidance, support, and coaching to others to share knowledge and develop better technical and professional understanding within the discipline.
- Perform administrative duties.
- Perform related duties and responsibilities as required.

WHAT WE ARE LOOKING FOR

Studies have shown that women and people of color are less likely to apply for jobs if they don't meet every one of the qualifications listed. We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply.

Please use your cover letter to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us at hr@homesforgood.org.

IDEAL QUALIFICATIONS:

The ideal candidate will have knowledge and experience in the following areas:

- Requirements for acquiring services in accordance with Oregon public procurement requirements, Public Housing Procurement, and Davis Bacon and/or BOLI wage requirements.
- Interior and exterior building maintenance and repair.
- Grounds maintenance and repair.
- Standard maintenance and operational practices, scheduling processes, materials, means and methods of operational contracts.
- Skill in negotiating, writing and interpreting contractual agreements.
- Effective communication with professional service providers, contractors and tenants.
- Proficiency in the use of Microsoft Word and Excel.

ABILITY TO:

- Recognize the value of individual and cultural difference and contribute to a work environment where equity, diversity and inclusion is an organizational priority.
- Effectively communicate both verbal and in writing.
- Use current office equipment, computers and technology.
- Learn new technology as required.
- Maintain regular and consistent attendance and perform work without direct supervision.

EXPERIENCE & TRAINING GUIDELINES:

Any combination of experience and training that would provide the knowledge, skills and abilities to perform the job is sufficient. Typical combinations of training and experience would be:

EXPERIENCE:

Four years progressively responsible experience in the duties listed above.

TRAINING:

Bachelor's degree in Public Administration, or related field and two years of public procurement experience which includes one year of experience in contract administration; OR,

SUBSTITUTION: Any combination of experience and education on a year for year basis up to a maximum of four years of responsible contracting and/or procurement experience may be substituted for the education required provided that the knowledge, skills and abilities to perform the work has been demonstrated.

LICENSE OR CERTIFICATE: Possession of, or ability to obtain, a valid State of Oregon vehicle driver's license, and be insurable at standard rates.

WHAT'S IN IT FOR YOU?

COMPENSATION: The pay range for this position \$4,394.88 - \$5,609.10/month with a generous benefits package which includes paid health, dental and vision insurance for you and your family after one month of employment, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

Homes for Good offers a family friendly environment with flexible scheduling options, generous paid time off (PTO) program starting at 17.33 hours per month and paid family leave.

WE'RE THRILLED THAT YOU ARE CONSIDERING APPLYING FOR THIS POSITION!

PLEASE READ THE DETAILS BELOW FOR INSTRUCTIONS ON HOW TO APPLY FOR THE ROLE

APPLICATION PROCEDURE:

[Click here](#) to complete an online application.

Applications will be reviewed for relevant experience, education and training.

All applicants will be required to take a pre-employment assessment upon submission of application materials. A link to the pre-employment assessment will be included in a confirmation email. Applicants who fail to take the pre-employment assessment will not be considered for further consideration.

The pre-employment assessment is an important step in our hiring process. If you do not receive an email confirmation with a link to the assessment after you submit your application, please check your junk mailbox. If you are unable to locate the confirmation email and assessment link, please email us at hr@homesforgood.org and we will send you the assessment link

The best-qualified applicants may be invited to complete further testing, which may consist of any combination of written, oral, performance exercises and/or skills testing. Responses to supplemental questions are required if applicable.

POSTING DATE: Wednesday September 10, 2020
CLOSING DATE: Friday September 25, 2020 5:00pm

This position is covered by Union Representation, AFSCME Local 3267.

Note: This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADAA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: Homes for Good will establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for a disability if doing so does not impose an undue hardship on the operation of the program. A reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have made application.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This position specification is not an employment agreement or contract. Homes for Good has the exclusive right to alter this position specification at any time, without notice.