

## **Design & Construction Contract Administrator - We offer competitive salary, great benefits, and work that matters to our community.**

**The Company:** The mission of the Seattle Housing Authority is to enhance the community by creating and sustaining decent, safe, and affordable living environments that foster stability and self-sufficiency for people with low incomes.

**The Position:** We're looking for someone to manage procurement and contract administration for architectural and engineering and construction services for the Authority's capital improvement and expansion program.

- We offer medical, dental, vision insurance, and Public Employees' Retirement (PERS)
- We also offer generous paid leave and holidays

### **Requirements:**

- Bachelor's degree in business administration, public administration, contract management, construction, or closely related field
- Five years experience in purchasing and contract services, preferably with alternative delivery and construction related contracting experience; or equivalent combination of education and experience
- Washington state drivers license

### **Responsibilities:**

- Develop procurement and contract administration programs for architectural & engineering, public works, and alternative public works.
- Guide project teams in developing project scope, selection criteria, and scoring.
- Advise project teams, contractors, and consultants on contract; federal, state, and local requirements; and internal policies and procedures.
- Manage change order process.
- Ensure invoices comply with contract.

**The Location:** Central Office, 190 Queen Anne Ave N, Seattle, WA 98109

### **Why Should You Apply?**

- Competitive salary
- Great benefits
- Reasonable hours
- Opportunities for on-the-job training

[Apply online](#)

At Seattle Housing Authority a diverse, inclusive, and equitable workplace is one where all employees and tenants, whatever their gender, race, ethnicity, national

origin, age, sexual orientation or identity, education, or disability, are valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments, programs, and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard. We encourage women, non-traditional leaders, people of color, and people from traditionally underrepresented groups to apply.