



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Contract Administrator
DEPARTMENT: Procurement
DATE POSTED: 04/01/2024
CLOSING DATE: Until Filled
FLSA CLASS: Exempt
STARTING SALARY RANGE: **Salary Class G**
\$59,300 - \$ 75,700 (Annually)

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SUMMARY

Reporting to the Procurement Manager, the Contract Administrator performs duties relative to ensuring contracts are properly administered and compliance on the part of all Contract Monitors and contractors and subcontractors who have contracts or agreements to render any services or to supply products to HANO departments or users. The incumbent is also responsible for managing the contract database and all associated files. Duties include assisting with contract development, administration, tracking, and analysis, as well as communication of supplier performance and contract compliance. The incumbent shall provide technical assistance with development of contracts for tangible goods, technical and professional services and construction projects. Incumbent must be proficient in contract development, contract standards and language. Coordinates with all levels of management to gather, analyze, summarize, and prepare recommendations on sourcing strategies, practices and procedures. Participates in and provides support for initiatives such as supplier enablement, contract management, project management, problem resolution, and customer support. As directed, provide assistance in procurement for high-value and/or high-risk projects and other areas as directed and/or required by the Procurement Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Develops and implements procedures to ensure and document overall contract administration.
- Ensures all departments responsible for contract administration are in compliance by providing training to designated Contract Monitors, Department Directors, and other staff on required contract administration procedures.
- Interprets Federal, State and Local laws, rules and regulations as they relate to agency policies and procedures; evaluates these requirements and recommends/implements changes in agency procurement and contract administration procedures as needed.
- Organizes, maintains and electronically tracks all contracts and related documents.
- Develops and/or maintains terms and conditions for purchasing agreements and contracts.

- Seeks advice from the Legal Department when appropriate and provides documentation and interpretation of contractual rights and obligations internally and externally to ensure due diligence and contract compliance.
- Provides technical assistance to program personnel in preparation of solicitations and contract agreements.
- Assesses tracks and identifies agency needs for long term contracts including specification, acquisition, maintenance, and support requirements.
- Serves as the authorized point of contact and subject matter expert for contractual matters.
- Reviews modifications, extensions and contract closeout documents.
- Monitors vendor performance and make recommendations for improvement when appropriate.
- Prepares and distributes reports and statistical data to facilitate planning and maintenance of accurate contract records and files.
- Conducts regular reviews of contracts to ensure suppliers, contractors and professional service providers meet defined requirements, goals and targets.
- Leads in aspects of supplier negotiations, including contract terms, pricing, price re-determinations, and performance management.
- Conducts site visits to determine contract compliance.
- Coordinates with Contract Monitors, officials, and other personnel to resolve contract problems.
- Maintains records, prepares reports and/or correspondence relative to contracts and/or grants communications.
- Reviews required progress reports, completion reports and work progress from Contract Monitors, Program Managers, and Contractors.
- Reviews reports and records to ensure costs claimed are allowable and to ensure contract is on schedule.
- Prepares Requests for Proposals (RFP) and Invitations for Bids (IFB) for professional services and construction.
- Plans, organizes and conducts meetings to inform agency personnel and proposed respondents on procurement and contracting rules, regulations, policies and procedures.
- Obtains and reviews performance evaluations after completion of a project for compliance with statutory and regulatory requirements within established time limits.

BEHAVIORAL COMPETENCIES

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

Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with sensitive topics and/or irate customers.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.

Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.

Teamwork: Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.

Professionalism: Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions;

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Competencies

- Comprehensive knowledge of and experience in the use of contracting procedures, cost contracts and monitoring and assessment;
- Knowledge of contract law and its application in the purchasing process;
- Ability to provide leadership for the contract administration, compliance and database function;
- Strong leadership and interpersonal skills, detail oriented, strong organizational and time management skills;
- Maintain comprehensive knowledge of personal computer applications and software packages;
- Ability to communicate effectively, both verbally and in writing;
- Ability to develop positive working relationships with co-workers, executive management, and contractors;
- Initiative and vision to seek out areas where greater contributions can be made to the Department;
- Flexibility to various work environments and assigned tasks;
- Ability to follow verbal and or written instructions;
- Ability to work under stressful conditions and to successfully handle stressful situations efficiently and effectively;
- Ability to meet critical deadlines under stressful conditions;
- Ability to work independently and objectively, and exercise independent judgment;
- Ability to deal effectively with situations that require tact and diplomacy, yet firmness;
- Must have a valid driver's license;
- Must have a good driving record to obtain authorization to operate agency vehicles;

Education and/or Experience

Successful candidate must have a Bachelor's degree in contract administration, public administration, business management/administration or related field. A minimum of three (3) years of related procurement/contract compliance work experience comparable to the duties as described above. HUD experience is preferred.

Technical Skills

To perform this job successfully, an individual should have above average abilities using computer software such as MS Word, Excel, Outlook, Adobe Acrobat Professional etc. and should be capable of using internet resources for research and developing advanced reports. Ability to learn other computer software programs as required by assigned tasks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

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 usually moderate.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

EEO POLICY STATEMENT

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.

