



## **Regional Housing Authority**

### Position Description

#### **PROJECT ADMINISTRATOR**

##### **I. Summary:**

The Project Administrator works in the Development and Construction Management (DCM) Department. The Project Administrator will oversee all procurement activities; develop and manage contracts; administration of all travel for DCM; project tracking and reporting; and ensuring all administrative needs for DCM are met.

##### **II. Authority:**

The Project Administrator reports to the Director of Project Development in the DCM Department. May supervise staff.

##### **III. Duties and Responsibilities:**

- Responsible for the entire procurement process including developing requests for proposals according to the procurement policy.
- Responsible for development and management of project contracts.
- Responsible for administration of all travel for DCM staff.
- Develop, plan, and write program and board reports.
- Provide cost and project tracking reports to Management, Project Coordinators and Field Supervisors.
- Provide program reports for submission to outside agencies.
- Maintain Construction Project Management software.
- Responsible for developing and implementing a training plan for DCM staff.
- Coordinate with the Construction Director and Safety Coordinator to provide all safety needs.
- Responsible to ensure all administrative needs are met for DCM.
- Other duties as assigned.

##### **IV. Required Knowledge, Abilities and Skills:**

- Ability to manage multiple projects with multiple funding sources.
- Ability to clearly write and provide narrative reports.
- Knowledge and experience utilizing construction management software or project management software preferred.
- Knowledge of procurement administration.

- Experience with federal and state grant compliance.
- Experience generating reports and report writing which include proficiency with Microsoft Office.
- Ability to work independently with a minimal supervision.
- Ability to train staff and may supervise personnel.
- Knowledge of construction activities and terms preferred.
- Ability to be a team player and possess strong interpersonal skills.
- Ability to respond to requests from departments and public with civility.
- Strong analytical, problem solving, and organization skills.
- Ability to identify discrepancies or inaccuracies in data and make corrections.
- Ability to travel to small communities and available to work overtime when requested.
- While performing the duties of this job, the employee is regularly required to:
  - Talk or hear;
  - Sit for extended period;
  - Stand;
  - Walk;
  - Lift up to 30 pounds (files, copy paper, maintenance materials)

**V. Minimum Qualifications:**

Bachelor’s Degree with a major in business administration or related preferred. On-the-job progressive administrative supervision experience may be substituted for education.

**VI. Grade Level:**

Grade 13-14  
Exempt

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by:

Supervisor/Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

(Revised February 2022)