



Regional Housing Authority JOB RECRUITMENT

The Tlingit-Haida Regional Housing Authority has a Regular, Full-Time position available:

JOB TITLE: **Project Administrator**

LOCATION: Juneau, Alaska

SALARY: Starting at \$66,359 to \$73,055 per year DOE
Benefits included.

APPLICATION PERIOD: Open until filled

DUTIES AND RESPONSIBILITIES: The Project Administrator works in the Development and Construction Management (DCM) The Construction 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.

- 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.

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.

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to manage multiple projects with multiple funding sources. Experience with federal and state grant compliance.
- Ability to clearly write and provide narrative reports.
- Knowledge and experience utilizing construction management or project management software preferred.
- Knowledge of procurement administration.
- 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.
- While performing the duties of this job, the employee is regularly required to: Talk or hear; Sit for extended period; Kneel; Couch; Reach; Push and pull; Lifting up to 30 pounds

SUBMIT APPLICATIONS TO: Email: jobs@thrha.org; Fax: (907) 780-6895
Mail: THRHA 5446 Jenkins Drive, Juneau, AK 99801;
www.thrha.org; for questions please call (907) 780-6868

THRHA is a drug-free workplace and selected applicants will be subject to drug testing.
Native Preference per 24 CFR 1000. COVID-19 vaccination is required to work with THRHA.