

WASHOE AFFORDABLE HOUSING CORPORATION

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CONTRACT ADMINISTRATOR

Under general supervision, the Contract Administrator manages WAHC programs and activities. The Contract Administrator directs and carries out the oversight and monitoring of specific HUD requirements at approximately 32 federally assisted housing complexes throughout the State of Nevada, including approximately 3200 units in addition to managing other programs administered by WAHC.

TYPICAL TASKS

- Monitors and reviews progress of specific contract activities and required work plan items.
- Monitors procedures for HUD regulation and WAHC and owner compliance.
- Maintains records, prepares required reports in a timely fashion, and monitors funding and costs obligated and incurred.
- Reviews owner requests for payment, contract renewal, and rent increases for accuracy and compliance and makes recommendation to HUD.
- Performs periodic quality control checks on project work done by Occupancy and Compliance Specialists and other staff for compliance with HUD policies, regulations, and directives.
- Receives and resolves resident and owner problems and complaints.
- Receives and resolves community concerns and complaints.
- Complies with reporting responsibilities to HUD and maintains positive communication with HUD staff.
- Reviews files for completeness and accuracy.
- Monitors internal department audit procedures to measure contract performance.
- Supervises WAHC staff members.
- Administers and monitors program funds for other WAHC programs and activities including the Homeless Prevention Program.
- Develops and identifies additional funding sources and programs to benefit the needs of the community.
- Engages external partners to maintain and build partnerships beneficial to the organization.
- Performs routine office management tasks such as office supply inventory management, managing vendor relationships and contracts, etc. to ensure timely resolution of office related needs
- Performs related work as required.

EMPLOYMENT STANDARDS

1. EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university in finance, business administration, public administration, or a related field.

- Four years relevant work experience in directing, overseeing and monitoring complex program activities and two years supervisory experience.
- Proven experience with HUD's Project Based Contract Administration Program is highly desirable and may be considered in lieu of a college degree, or any combination of experience and training that would likely provide the required knowledge and abilities for this classification.

2. REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Strong planning and financial management skills.
- Extensive knowledge of and ability to accurately use computer programs, including spreadsheets.
- HUD rental assistance management and REAC certifications must be attained within six months.
- Knowledge of and ability to analyze and interpret applicable federal rules and regulations.
- Ability to collect, compile, and analyze data.
- Ability to communicate tactfully and effectively in English in both written and verbal forms.
- Ability to work well under time constraints and heavy workload.
- Ability to establish and maintain effective working relationships with other staff persons, owners/managers, residents, and the public.
- Ability to work in a typical office setting and operate standard office equipment, including computers, printers, telephones, copiers, fax, and calculators.

3. ADDITIONAL REQUIREMENTS

- Requires travel to different sites and locations
- Possession of a valid Nevada driver's license with a good driving record.
- May require working flexible schedules to complete essential tasks by required deadlines.
- Must be able to lift and/or carry objects and/or materials up to 25 lbs.