

# WASHOE AFFORDABLE HOUSING CORPORATION

1004 Forest Street • Reno, NV 89509-2705 • Ph: 775-334-3199 • Toll Free: 1-888-202-9036 • Fax: 775-334-3195

## CONTRACT ADMINISTRATOR

January 17, 2019

### **THE POSITION**

Under general supervision, the Contract Administrator manages Washoe Affordable Housing programs and activities, and 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.

**THE JOB DESCRIPTION IS LOCATED ON THE  
REVERSE SIDE OF THIS ANNOUNCEMENT**

### **POSITION LOCATION**

1004 Forest Street  
Reno, NV 89512

### **SALARY PAY RANGE**

\$60,000—\$75,000

### **CONDITIONS OF EMPLOYMENT**

This is a full-time, Exempt position. The successful candidate will be required to submit to a controlled substance test and complete a criminal history check. Federal law requires evidence of identity and eligibility for employment in the United States.

### **SELECTION PROCESS**

1. Applications will be evaluated to identify those who meet the minimum requirements.
2. Applications will be reviewed to select those candidates best qualified for an oral interview panel. Selected applicants will be notified as to the date and time of the panel.
3. The panel will conduct a comprehensive review of each candidate's technical knowledge and suitability for the position. Subsequent interviews may also be required.
4. Prior to employment, thorough reference checks are conducted. The finalists may be tested on

software applications, office skills, and math proficiency.

5. Candidates not selected will be notified by mail.

If accommodation for a disability is needed during the application or interview process, contact Hillary Ratto, Human Resources Specialist at (775) 329-3630, extension 241.

TTY: (385) 770-7166

### **TO BE CONSIDERED**

If you are interested in this position you must submit a WAHC employment application, resume and cover letter. WAHC employment applications are available by download at [www.WAHC.info](http://www.WAHC.info)

**Application materials are to be submitted to the Reno Housing Authority in person or by mail to:**

Hillary Ratto, Human Resources Specialist  
Reno Housing Authority  
1525 East Ninth Street  
Reno, NV 89512-3012

The Washoe Affordable Housing Corporation prohibits unlawful discrimination against applicants or employees on the basis of age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law. It is the policy and the intent of the Washoe Affordable Housing Corporation to provide equality of opportunity in employment for all persons, and in all aspects of its personnel policies, programs, practices, operations, and in all its working conditions and relationships with employees and applicants for employment.

**This position will remain open until filled.**