



Job Description

Job Title: Contract/Purchasing Specialist
Department: Single Family
Reports to: Senior Construction Manager
FLSA Classification: Non-exempt Full-time
Supervises: N/A
Starting Wage: \$19.0991 / per hour
Created / Updated: June 2022

POSITION OVERVIEW

The Contract/Purchasing Specialist is responsible for monitoring contract timelines and preparing contract bids and specifications for single family projects. Provides verbal and written reports to staff on contract performance. Requires attention to deadlines, and strong written and verbal skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Prepares bids, processes specifications, and progress reports, and other exhibits that may be required for approval.
- Requests amendments to or extensions on contracts.
- Compiles data for comparing estimates.
- Maintains contracts and contractors' status databases.
- Reviews all correspondence concerning contractors and responds as necessary.
- Establishes and maintains contact with contractors to ensure the smooth working of the contract award process.
- Acts as liaison between company and subcontractors
- Converts agreements into contract form or prepares amended agreements for approval.
- Prepares and administers contracts. Reviews all insurance and Contractor License information prior to issuing contracts.
- Reads construction plans in order to obtain information about quantities and specifications of the products.
- Assists in monitoring of Contract Law changes with regards to Construction and Land Development.
- Reviews Material and Labor Lien Releases for all invoices.
- Makes sure that all bids are per approved building plans, California Building Code and per County/City/Utility Companies specifications.
- Formulates and coordinates procurement proposals.
- Evaluates and monitors contract performance to determine necessity for amendments or extensions on contracts, and compliance to contractual obligations.
- Serves as liaison to ensure fulfillment of obligations by contractors.
- Prepares and reviews completed bid packages from subcontractors for approval.

QUALIFICATIONS

To perform this job successfully, an individual must be highly organized in workflow and highly accurate in record keeping tasks; Able to effectively manage multiple priorities, prioritize work assignments and meet deadlines, with excellent follow through on assigned work; Interest and willingness to work well with low-income housing assistance program agency and lender representatives; Have strong written and verbal skills and must have reliable transportation; Valid CA driver's license and maintain and provide proof of valid auto insurance per personnel plan.

The requirements listed above 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.

Education and/or Experience

- Bachelor's Degree (BA) in Accounting or Business Administration from an accredited university/college, or a combination of education and 3-5 years proven experience in a related field.

Required Technical Skills

- Strong word processing and spreadsheets skills.
- Working knowledge of computers, and most used business software to include, Microsoft Word, Excel, Outlook, PowerPoint.

Required Licenses/Certifications

- Valid California Driver's license

Other Skills and Abilities

- Must have general knowledge of residential construction process, sequencing of trades and ability to read civil engineering (site plans), utility improvements plans, construction documents. Must have general knowledge of construction material specifications.
- Ability to write routine reports and correspondence. Ability to speak effectively before CVHC's customers or employees of the organization.
- Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described on the attached "Physical Demands of Position" chart 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.

See attached "*Physical Demands of the Position*."

CONFIDENTIAL INFORMATION

This position has access to confidential information – (Employee’s payroll information, social security number/pay rate/bank account number).

COMPANY FUNDS

This position has access to company funds: (check/credit card receipts / debit card information).

SAFETY

Comply with established safe work practices and attend all safety-related training provided or made available by the Company.

Equal Opportunity Employer