

**POSITION DESCRIPTION  
PROJECT ADMINISTRATOR**

**I. INTRODUCTION**

The incumbent in this position serves as Project Administrator for the Temple Housing Authority (THA). The mission of this organization is to provide decent, safe and sanitary housing to persons of low income. This employee has the primary responsibility for assisting the Grants Director with those activities, which relate to the task of meeting THA's mission by performing assigned tasks. All tasks shall be accomplished in accordance with federal, state, and local regulations, and in accordance with THA policies and procedures.

**II. DUTIES AND RESPONSIBILITIES**

- A. Under the direct guidance of the Grants Director, employee performs and/or directs performance of all duties related to grants, procurement, inventory, construction and special projects management. These duties include, but are not limited to the following:
- a. Generates, tracks and closes-out purchase orders for four warehouses.
  - b. Manages monthly work order close-out and billings.
  - c. Conducts contractor compliance support by obtaining executed Notices to Proceed, Contracts, Insurance Certificates, etc.
  - d. Inputs data/documentation into electronic filing system.
  - e. Assists with preparation of bid specifications, advertises bids, etc. and awards construction contracts and complete construction contract administration.
  - f. Reviews proposals and bids and recommends award of contracts.
  - g. Carries out Davis Bacon administrative duties, i.e. tracking payrolls and interviewing employees.
  - h. Coordinates warranty issue resolution with suppliers/contractors.
  - i. Maintains and manages bidders list
  - j. Maintains and manages vehicle records for required inspections and preventive maintenance.
  - k. Maintains construction contract files according to record retention policy
  - l. Researches products and/or purchasing alternatives via the Internet and other information sources and obtain cost information, quotes, etc. as needed.
  - m. Researches funding opportunities, writes and submits applications for various programs.
  - n. Researches regulations and prepares policy updates.
  - o. Maintains log of contracts.
  - p. Participates in physical counts of fixed assets and inventory.
  - q. Prepares periodic reports required by HUD and other entities.
  - r. Performs administrative duties such as typing, filing and maintaining files.
  - s. Other duties as required.
- B. The employee simultaneously self-manages a number of diverse tasks and varying priorities that range from routine to difficult with minimal supervision.
- C. Employee must be familiar with HUD regulations and THA policies, which are pertinent to the procurement function and must be able to correctly interpret these documents and apply them in the work place.

### **III. CHARACTERISTICS**

Employee must project a pleasant, professional demeanor with employees, contractors, vendors, suppliers, etc., possess strong organizational and writing skills, exercise mature judgement, and demonstrate ability to work as part of a team.

### **IV. EDUCATION/SKILLS**

- A. Employee must have a 2-year degree from an accredited college or 4 years experience, which relates to the functions of this position.
- B. Must be computer literate with working knowledge of Internet, spreadsheet, database and word processing programs, type 40 words per minute accurately, operate general office equipment, possess excellent verbal and written communication skills along with analytical ability, mature judgment and experience coordinating projects.
- C. Must be task oriented and able to interpret application requirements and other documents and meet deadlines.

### **V. PHYSICAL REQUIREMENTS**

Employee must be able to stand for long periods, climb stairs, kneel, stoop, lift up to 20 lbs, and walk as required to complete assigned tasks. Also employee is required to sit for extended time periods and use the computer.

### **VI. OTHER REQUIREMENTS**

- A. Employee must possess valid Class C Texas Drivers License and have a driving record which will meet requirements of THA auto insurance company.

Employee must protect insurability by driving in such a manner both on and off the job so as not to be found guilty of DWI or have been issued a number of traffic violations which result in cancellation of the employee's coverage or an increase in rates. Upon such notice the THA Executive Director may terminate the employee for misconduct related to the job.

- B. Employee must not be involved in the unlawful manufacture, distribution, possession, dispensation, or use of a controlled substance. The THA Executive Director may terminate the employee for these practices.

### **VII. SUPERVISION RECEIVED**

Employee is under the direct supervision of the Grants Director.

**CERTIFICATION:** I have read and understand the above position description and I agree to fulfill all job requirements to the best of my ability.

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Employee Signature

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Date