



State of Hawai'i Non-Civil Service Job Opportunity

Housing Contract Specialist (Construction)
State of Hawaii Executive Branch
Salary: See Position Description

An Equal Opportunity Employer

Opening Date: 08/08/14

Closing Date: Continuous

RECRUITMENT INFORMATION

This posting is for the State of Hawaii, Department of Human Service, Hawaii Public Housing Authority.

The position is located in Kalihi, Oahu.

Salary: Commensurate with education and experience.

If you have any questions regarding this non-civil service exempt position, please contact Cathy Ho at (808) 832-5978 (Monday - Friday, 7:45 a.m. - 4:30 p.m. (HST)).

The State Recruiting Office will refer all inquiries regarding this exempt position to the Department of Human Services, Hawaii Public Housing Authority .

DUTIES SUMMARY

The Hawaii Public Housing Authority (HPHA)'s Contract and Procurement Office is seeking a Housing Contract Specialist to secure construction services for the HPHA's Central Offices. The incumbent is responsible for providing agency-wide administration of all contracts and procurement activities specializing in construction contracts; ensuring that the agency is in compliance with all federal and state procurement laws, program requirements, and all rules and regulations in securing construction services, for the HPHA.

MINIMUM QUALIFICATION REQUIREMENTS

Education:

Graduation from an accredited 4-year college or university, preferred.

Experience:

Two (2) years of work experience specializing in design and construction, specifications, plans, preparing contracts, legal documents or notices requiring the knowledge and application of pertinent Federal and State procurement laws, policies and procedures, and contract management.

Required Licenses, Certification, Etc.:

Valid Class 3, Hawaii Driver License.

Knowledge:

Principles and practice of procurement and supply chain management; applicable Federal, state and local laws, rules, regulations and standards that impact procuring and contacting management principle and practices with specific knowledge in the area of engineering, architectural, and construction contracting.

Skills/Abilities:

Read and interpret statutes, administrative rules, technical manuals, instructional materials, ordinances, policies and procedures; apply principles and procedures of written materials to work processes; and display effective written and oral presentation skills. Analyze problems including gathering necessary information and identifying the problem accurately. Physical requirements include, but not limited to, being able to: meet with staff and vendors and attend various meetings; remain in a normal seated position and review and sign outgoing correspondence; carry reports and files and other documents as required; handle correspondence; talk and hear from persons; see clearly at near proximity's; speak and write clearly and concisely to individuals at various levels of government and the general public.

Substitution:

In lieu of education, work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered; e.g. must possess the knowledge, skills, and abilities.

Legal Authorization To Work Requirement: The State of Hawaii requires all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

OTHER INFORMATION

This position is exempt from civil service. Therefore, if you are appointed to the position, your employment will be considered to be "at will."

HOW TO APPLY:**Submit resumes to:**

Hawaii Public Housing Authority, Personnel Office – Building G
1002 N. School Street
Honolulu, HI 96817

Resumes can be faxed to: (808) 832-5979

Direct all inquiries regarding this position to:

Cathy Ho, Hawaii Public Housing Authority
Phone: (808) 832-5978
Monday – Friday, 7:45 am – 4:30 pm (HST)

NOTE: The State Recruiting Office will refer you to the Department of Human Services, Hawaii Public Housing Authority regarding this exempt position.

Recruitment # EX117691
HOUSING CONTRACT SPECIALIST (CONSTRUCTION)
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