

Vacancy Announcement



Capital Funds & Purchasing Coordinator

Jefferson County Housing Authority

3700 Industrial Parkway, Birmingham, AL 335217

\$45,932 - \$68,898

Summary of Job Duties

Participate in the establishment and maintenance of the 5-year plan by preparing the capital funds annual report, updates, and requests for modifications. Prepare cost estimates for construction, repair, remodel of housing units and other projects. Coordinate and implement all phases of the capital fund annual and five year plan. Manage capital fund allocations and ensure that funds are properly accounted for and expended within established timeframe. Coordinate major construction projects, develop capital fund plans and specifications, monitor contractor and architect work, ensuring compliance with state and local building codes and maintaining pertinent records and documents. Complete and submit HUD required paperwork and reports in a timely manner. Prepare bid package for routine/recurring contracts and other contracts that do not use architect/engineer, conduct/attend pre-bid meetings, advertise bid, collect bids and participate in bid opening. Compile and analyze bids and prepare report and recommendation of bidder to be awarded a contract. Work with engineer/architect on major projects to develop bid package and award of contract. Monitor all projects in process and routine contracts to assure that work is completed in accordance with plans and specifications. Purchase, or assist others in purchasing, goods and services for the authority in accordance with applicable laws and regulations. Perform field inspections of construction sites, as needed, to ensure compliance with plans and specifications. Assist in monitoring contractor payrolls, as needed. Prepare reports, as needed.

Minimum Qualifications

Bachelor's degree in Business Administration, Engineering, Architecture, Construction Science, or related field plus 3 years of responsible experience in purchasing, managing Capital Funds and/or construction work that involved writing specifications and interpreting plans and specifications. Familiarity with HUD standards preferred.

Other: Valid Driving License
Ability to be insured under the Authority's vehicle policy

How to Apply

Interested individuals must submit questionnaire along with cover letter and resume to occuspec@jcha.com, or HR Director, 3700 Industrial Parkway, Birmingham, AL 35217. Requests for questionnaire can be handled via email above or at the central office

Announced: January 29, 2018

Closing: Open till filled. Application review will begin February 13, 2018

JCHA is an Equal Employment Opportunity Employer, (EEO)

JCHA is a drug-free workplace and substance abuse testing is conducted

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Qualifications Questionnaire Capital Funds & Purchasing Coordinator

Name: _____

Date: _____

EDUCATION:

_____ HIGH SCHOOL GRADUATION OR GED

COLLEGE:

NAME

DEGREE AWARDED/MAJOR

EXPERIENCE

1. Do you have any experience working with a housing authority or HUD projects?
If yes, please provide the dates and your role.

2. Do you have any experience in performing purchasing for an organization or construction project?
If yes, please describe and include dates, products/services, and the organization

3. Do you have any experience in preparing requests for bid, invitations to bid, or requests for qualifications?
If yes, please describe your role, dates, etc.

4. Describe your experience, if any, working with engineers and architects on construction projects.

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