CAMBRIDGE HOUSING AUTHORITY

Please Post

TO: All Interested Individuals
FROM: Mi Robertson, Director of Human Resources
DATE: June 28, 2012
RE: Job Opportunity: Senior Contract Administrator

Senior Contract Administrator

Reporting to the Director or Deputy Director of Planning and Development, the incumbent will provide valuable support and supervision of development, modernization and new construction efforts for CHA housing developments and affiliate sites. Major responsibilities include the technical review of construction documents and review of plans and specs for "buildability", livability and durability. Effective construction administration requires evaluative thinking and considerable use of sound judgment based on established precedents and defined policies. Relating to contractors, architects, engineers, residents and staff in other CHA departments is a significant aspect of the work. Supervision of construction staff is also required.

A Bachelor's degree and at least five years of on-site public construction experience is required. Five additional years of construction experience may be substituted for Bachelor's degree. Demonstrated experience in project management and supervision is required.

We offer an excellent benefits package including choice of health plans and dental coverage.

Salary: Commensurate with experience.

Deadline for application: July 13, 2012
Please send cover letter and resume to: **Cambridge Housing Authority**
675 Massachusetts Avenue
Cambridge, MA 02139
Attn: Human Resources Department

Electronic submissions may be made to: **jobs@cambridge-housing.org**
Please reference position title in subject line

It is the policy of the Cambridge Housing Authority to give preference in employment to Section 3- eligible individuals. The Cambridge Housing Authority- is an equal opportunity affirmative action employer. Minorities, handicapped and others are encouraged to apply.

TDD 1-800-545-1833, x 112 (telecommunications devices for the deaf)