



KCHA Job Announcement



600 Andover Park West Seattle, WA • 98188 • (206) 574-1100 (FAX) 574-1104

Please post to KCHA employees, residents and the general public.

Administrative Specialist

Open: 01/26/10

Close: 02/09/10

King County Housing Authority, a high performing nationally recognized leader in affordable housing is currently recruiting for the position of Administrative Specialist in the Housing Repair and Weatherization Department located in Tukwila, WA.

RESPONSIBILITIES: Under the supervision of the Department Director, this employee will administer the requirements of the federal (Davis Bacon and Related Acts) and state (Washington State Prevailing Wage Law) laws pertaining to job classification, payment and reporting of appropriate wages for laborers and mechanics employed on weatherization projects receiving federal stimulus funding. In addition, the position will also provide support to other department functions related to carrying out weatherization and/or repair of single and multi-family properties for low-and moderate-income households. The work will include collecting, reviewing and tracking weekly certified payrolls from contractors filling Intent and Affidavit forms required by the State Department of Labor and Industries; entering information into the contractor/client data base; assisting with contract processing; scheduling appointments with clients; answering telephone inquiries; assembling information for plans and reports; maintaining files and records; word processing, copying, faxing, mailing, e-mailing and performing other duties as assigned.

REQUIREMENTS: Associate's degree plus one to three years experience in a position with administrative responsibility for obtaining and reviewing specific and detailed information for compliance with an established set of rules/laws or an equivalent combination of education and experience. Requires working knowledge of payroll practices in the construction industry and experience working with contractors a plus. Must be able to develop and/or maintain processes for collecting, organizing, and reviewing information from construction contractors and clients and able to independently judge the accuracy of the information for compliance. Must have good written and verbal communication, strong interpersonal skills, and the ability to take directions. Able to work independently, meet deadlines, and have strong customer service skills. Ability to work with Microsoft Word, Excel, and Outlook is required. Knowledge of Access database management software is not required but preferred. The position entails occasional exposure to outside weather conditions when visiting project sites to conduct construction worker interviews. Must have a good driving record and a valid WA State Driver License throughout employment.

COMPENSATION: The starting salary for this position is \$20.48 — \$23.55 per hour DOE. The excellent benefit package includes employer paid dental; vacation, sick & holiday pay; life insurance, long term disability insurance and transit subsidy. PERS retirement (mandatory) and medical plan require employee and employer contributions. Employee paid deferred compensation (457b) and flexible spending accounts are optional. Positive corporate culture and commitment to a diverse workplace, plus more!

TO APPLY: Please send cover letter explaining how you meet qualifications, resume and complete application materials (available on our website @ www.kcha.org) to KCHA, Human Resources, Job # 10-01, 600 Andover Park West, Seattle, WA 98188. **This position will close on February 9, 2010 at 4:30pm.**

For future opportunities please contact our job line at (206) 574-1103 or website at www.kcha.org. **EEO/AA/M/F/V/D.**

An Equal Opportunity Employer