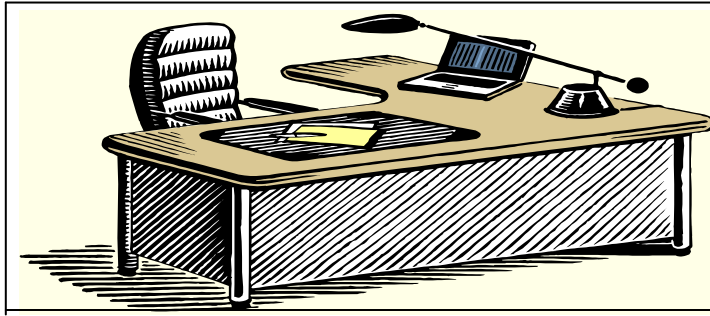


# ARKANSAS BUILDING AUTHORITY



**ABA Bldg/Program Supervisor**  
*Contract/ Inventory Coordinator*  
Building Operations  
**Grade C118/Exempt**  
\$33,861 - \$35,946  
Deadline to Apply: July 13, 2009

*Arkansas Building Authority is seeking detail oriented, trustworthy, self-motivated applicants with great communication skills and good computer skills to join the Building Operations Administration staff.*

**Duties:** The Contract/Inventory Coordinator is responsible for supervising the Inventory/Equipment staff. Administer Preventive Maintenance Program for all building equipment. Administer card key database of approximately 1200 tenants for all ABA buildings. Prepare specifications for contracts bid through the DFA Office of State Procurement: Janitorial, Security Guard, Window Cleaning, Containerized Waste Disposal, Water Treatment, Pest Control, Uniform Service, Lawn Maintenance. Contact vendors and obtain documents required for annual renewals. Obtain proposals and price quotes for all maintenance agreements. Prepare vendor agreements. Compile documents for Purchase Orders. Provide budget projections. Coordinate service with maintenance agreement contractors and follow up to completion. Resolve issues with service and invoices. Expedite work of janitorial contracts including monthly inspection of 1.5 million square feet of office and laboratory space. Notify vendor of any area of default and follow up to resolution of cancellation. Report results of inspections to ABA Building Operations Administrator. Maintain complete files of all contracts and maintenance agreements and pertinent documents and maintenance of section files. Routing of documents and agreements pertaining to the issue of card keys, maintain files and perform audits. Compile annual HVAC Filter Order, report projected budget figure.

**Minimum Qualifications:** The formal education equivalent of a bachelor's degree in public administration, general business, or a related field; plus three years' experience in planning, research, or a related field. Other job related education and /or experience may be substituted for all or part of these basic requirements upon approval. **\* A High Pressure Boiler Operator License is not required for this position.\***

**Special Requirements:** Proficient in Excel, Word, Outlook. Familiar with State Procurement procedures and regulations. Two years experience in a leadership or supervisory capacity.

*A State Application must be submitted no later than 4:30 p.m. on Tuesday, July 13, 2009. Employment is subject to OPM Freeze Approval and is conditional upon successful passing of a drug test, vehicle safety, & background check.*

**Contact:** ABA, 501 Woodlane - Suite 101N, Little Rock, AR 72201. State applications may be downloaded at [www.arkansasbuildingauthority.com](http://www.arkansasbuildingauthority.com)., obtained at the HR Office above or by calling 682-5518.

**“Equal Opportunity Employer”**