



HCATT Contracts Administrator

Aug 2022

The Hawaii Technology Development Corporation is a State agency whose mission is to create economic development through growing the technology and innovation sectors.

The **Hawaii Center for Advanced Transportation Technologies (HCATT)** seeks a contracts administrator to assist in the areas of contract management, technical expertise resources, and other duties.

Main Job Tasks and Responsibilities

- Responsible for preparation and evaluation of solicitation documents, including Invitation for Bid and Requests for Proposals for various HTDC/HCATT service contracts
- Draft appropriate approval memorandums and extension requests for planned and active contracts
- Monitor progress of approval documents with HTDC, DBEDT, Budget & Finance, Attorney General
- Develop contracts, including statement of work, deliverables, payment schedule, and special conditions
- Review funding agreements, contracts, leases for compliance of applicable laws
- Establish and maintain appropriate contract files, status reports, and records
- Provide technical expertise of State and Federal statutes, regulations of OMB Circulars

Core Competencies

Principles and practices of contract management, cost analysis techniques, principles and practices of procurement, and negotiation techniques. Detailed knowledge of Federal and State laws, regulations, and policies relating to contracts and procurement. DBEDT and HTDC rules, regulations, policies, procedures, or other relative guidelines. Ability to communicate well with all levels of people and work in confidentiality. The office works in a fast-paced environment and occasionally requires working overtime at night and weekends. HTDC is a small agency so working in a team environment is a must.

Skills

Personal or desktop computer proficient including internet, email, Microsoft Word, Excel, and PowerPoint. Familiarity with State procedures, Office 365 and Sharepoint is desired.

Experience/Education

Minimum three (3) years of experience in negotiation, implementation, monitoring of a contracts or grants program. Graduation from an accredited 4-year college or university with a bachelor's degree in business or public administration, or similar is required. Education and experience may be substituted for each other on a year-for-year basis, subject to review and acceptance by the HTDC Executive Director.

How to Apply Submit a cover letter and resume in PDF format to careers@htdc.org