



CONSTRUCTION CONTRACTS ADMINISTRATOR

City of Anaheim, California

Salary: \$100,729.00 - \$138,502.00 Annually

The City of Anaheim Public Works Department seeks a dynamic Construction Contracts Administrator to oversee

the City's capital improvement projects and construction contracts. The successful candidate will be responsible for the oversight of an over 50 project, \$230 million engineering, contract administration and construction management program.

Candidates must possess four years of responsible experience in civil engineering, architecture, construction management, contract administration and construction including experience in public works capital improvement contract administration and one year of administrative and/or lead supervisory experience supplemented by college level course work in civil engineering, public works inspection, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying. License/Certification Required: Possession of an appropriate, valid driver's license. Possession of State of California registration as a Professional Civil Engineer or Architect is highly desired.

Applications will be accepted on a continuous basis until a sufficient number of qualified applications have been received. Interested individuals must submit a City application, cover letter, and resume at: <https://www.governmentjobs.com/careers/anaheim>. EOE