

Contracting Officer

The Alaska Industrial Development and Export Authority (AIDEA) and the Alaska Energy Authority (AEA), public corporations of the State of Alaska, are recruiting for a Contracting Officer (PCN 08-X098).

This position is responsible for managing bids and proposals, including the negotiation and issuance of contracts. Works directly with project managers on projects such as the Ketchikan shipyard and construction of power houses or other facilities for rural Alaskan communities. Procures supplies and services by preparing, soliciting, evaluating, negotiating, awarding, administering, and managing contracts. Responsible for informal and formal construction and non-construction procurement of services, equipment, transportation, maintenance, materials, and repairs. Negotiates high visibility, politically sensitive and complex contracts. Develops agreements and processes that result in both the expenditure of funds and generation of revenue. This position also has responsibilities relating to facilities and grounds management.

Bachelor's degree in business or a related field strongly preferred; 5 years-experience in a purchasing role in order to show proficiency soliciting competition, knowledge of bidding, proposals and contract resolution. Must have knowledge of construction procurement and have or be able to obtain appropriate warrant certificates from Alaska Department of Transportation and the Department of Administration. CPM, CPSM, or CPPO certifications are also desired but not required.

Starting salary is \$68,000 DOE. This position is located in Anchorage.

Send application and/or resume to Human Resources, AIDEA, 813 W. Northern Lights Blvd., Anchorage, AK 99503, by email to hr@aidea.org, or by fax to (907) 771-3946.

Position will remain open until filled.

The state of Alaska is an EEO/ADA employer. Individuals requiring accommodations should call 1-800-587-0430 or 465-4095 in Juneau or (907) 465-3412 (TTY).