



**CITY OF
DURHAM**

**CITY OF DURHAM
invites applications
for the position of:**

**Contracts
and
Compliance
Manager**

SALARY: \$35.62 - \$55.21 Hourly
\$69,460.00 - \$107,664.00 Annually

OPENING DATE: 04/11/22

CLOSING DATE: Continuous

POSITION DESCRIPTION:



Work, Serve, Thrive. With the City of Durham

Advance in your career while making a real difference in the community you serve.

The Community Development Department promotes thriving, livable neighborhoods in Durham. We work with lenders, developers, builders, community organizations and residents to enhance the quality and availability of affordable housing. We empower low-income and first-time home buyers to secure and remain in housing. Our talented, creative and committed staff make this happen. If you share our commitment to quality affordable housing, collaborative work and serving our community, join our team!

Hiring Range: \$69,640 - \$88,552
Schedule: 8:00 a.m. - 4:30 pm

The Contracts and Compliance Manager manages the Community Development Department's Compliance Team, which oversees contracting and monitoring of compliance with applicable federal and local requirements over the life cycle of the affordable housing and community service projects funded by the Department. Responsibilities include developing policies and procedures, preparing contract templates, reviewing draft contracts, developing monitoring procedures, and overseeing the monitoring of open contracts and contracts in a period of affordability. The manager also oversees project compliance with federal requirements with respect to procurement, environmental reviews, labor standards, and local hiring. The position reports to the Assistant Director for Strategy.

DUTIES/RESPONSIBILITIES:

- Develop and implement compliance protocols, policies and procedures for projects and programs funded by the Community Development Department with City and/or federal U.S. Department of Housing and Urban Development (HUD) funds.

- Manage contract templates, updating existing templates as needed to reflect programmatic and regulatory changes, and developing new templates as needed.
- Provide technical assistance to project managers and other team managers on procurement issues, as well as on the drafting of complex contracts and response to compliance concerns.
- Create monitoring plan(s) to include monitoring of open contracts, contract closeout and projects in period of affordability for compliance with contract and programmatic guidelines. Review documentation for sufficiency and performs risk analysis of vendors. Develop concerns and findings and provides related remedies.
- Work with contracts and funding in City Enterprise Resource Planning (ERP) and document processing systems.
- Serve as resource for colleagues on HUD programs and other federal programmatic and administrative requirements, and provide training as needed.
- Manage 2-3 direct reports, including completion of all performance management requirements.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in business or public administration, or directly related field,
- Five years of professional experience that includes subject-matter expertise and knowledge in area related to assignment, and two years of supervisory experience.

ADDITIONAL PREFERRED SKILLS:

- Master's degree in business, public administration, urban planning or related field.
- Experience managing projects and programs funded with HUD funds (CDBG, HOME, ESG, HOPWA).
- Community service experience.
- Contract preparation and monitoring experience.
- Federal compliance experience (NEPA, Davis Bacon and the related Acts, 2 CFR 200).
- Experience with ERP systems and workplan software solutions.

Individuals selected for conditional offer of employment must pass City of Durham drug and alcohol testing, background check, and physical examination (if applicable). A driver's history check is conducted for applicants applying for jobs requiring a valid North Carolina Driver's License and/or CDL.

This Agency Seeks Diversity in the Workplace.

The City of Durham is an Equal Opportunity/Affirmative Action Employer.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://agency.governmentjobs.com/durhamnc>

Position #22-03576
 CONTRACTS AND COMPLIANCE MANAGER
 LW

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 Durham, NC 27701

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