**Compliance and Contracts Administrator**

**Position Description**

**Work, Serve, Thrive.  With the City of Durham**  
Advance in your career while making a real difference in the community you serve.  
  
**Hiring Range: $59,046.00 – $75,289.50**  
  
The [*Community Development Department*](http://durhamnc.gov/445/Community-Development) 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!  
  
The Contracts and Compliance Administrator is part of the Compliance Team within the City of Durham's Community Development Department (CDD).  The position reports to the Contracts and Compliance Manager.  The Contracts and Compliance Administrator is responsible for conducting internal and external monitoring of City- and Federal-funded projects, developers and subrecipients, specifically related to affordable housing development.  Responsibilities include: performing monitoring visits of developers and subrecipients and preparing monitoring reports from those visits; performing internal file reviews; developing and updating policies and procedures for monitoring; supporting department staff in the preparation of necessary project agreements, contracts and compliance documents based on the scope and budget information provided by program staff; coordinating with department  staff to  collect project information required  to prepare or update contract language and compliance documentation; and advising staff on appropriate contract checklist, contract language and monitoring processes and procedures for developers and subrecipients.

**Duties/Responsibilities**

* Conducts monitoring visits and internal file reviews for funding program subrecipients and developers to ensure compliance with federal/state laws and program regulations. Monitoring visits can be for open contracts and for projects in the period of affordability.
* Executes grant and loan contracts by reviewing and assessing applications for funding; assisting in preparation of contracts after formal review; and meeting with recipients to review terms and conditions.
* Prepares compliance documents, including researching changes in federal regulations for housing programs.
* Develops and updates policies and procedures pertaining to monitoring and contract development.
* Maintains contract templates and executed loan documents.
* Processes contracts through the City's execution process.
* Advises department staff on appropriate contract checklist, contract language and monitoring processes and procedures for subrecipients and developers.
* Maintains strong working relationships and provides technical support to developers and subrecipients, including providing regulatory documents, sample templates and other information as appropriate.

**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
* Valid NC Class "C" Driver's license with a satisfactory driving record

**Additional Preferred Skills**

* Experience in Federal Grants or Contracts Monitoring;
* HCCP Designation;
* C3P Designation;
* Experience in project management;
* Understanding of U.S. Department of Housing and Urban Development (HUD) requirements and regulations for HUD funding programs, including knowledge of HOME, CDBG, ESG and HOPWA guidelines.
* Familiarity with Low Income Housing Tax Credit requirements, particularly for compliance.

**Agency**

City of Durham

**Address**

101 City Hall Plaza  
  
Durham, North Carolina, 27701

**Website**

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