

# Fall River Community Development Agency Announces the Following Position

## **Contract Compliance Officer**

### **Requirements:**

Experience with and knowledge of grant and contract compliance.  
Experience in administering federal and state grants.  
Experience in writing contracts.  
Must be knowledgeable about purchasing and procurement procedures.

Bachelor's degree in Public Administration, Political Science, Business Management or related field.

At least two years of experience in grant compliance and at least three years of experience in an administrative capacity in an office setting.

Strong writing, communication, and computer skills are essential. Must be computer literate with a working knowledge of Microsoft Office applications.

### **Responsibilities:**

Prepare, implement and review formal Monitoring Procedure Manual, schedule and perform monitoring of all third party agreements and projects.  
Prepare third party agreements with Sub-Recipients.  
Coordinate all contract bidding and procurement for all FRCDA programs.  
Coordinate and maintain contract files, including amendments, change orders and payments.  
Maintain files of all federal, state and local requirements, including 24 CFR as it pertains to CDBG, HOME, ESG, and CoC, and any and all requirements regarding labor standards, equal opportunity, Section 3 and affirmative action.  
Conduct on-site contractor interviews and monitor federal requirements of Davis-Bacon Labor Standards.  
Approve all payments to vendors and contractors.  
Compile and maintain IDIS statistical and narrative reports from Sub-Recipients relative to beneficiaries of programs and activities.

### **Salary:**

\$1,839.08 bi-weekly

Applications can be obtained at:

**Fall River Community Development Agency  
One Government Center  
Fall River, MA 02722  
4<sup>th</sup> Floor – Room # 414  
Phone: 508-679-0131**

Deadline for Receipt of complete applications:  
**August 14, 2017 by COB**

In accordance with Section 3 of the Department of Housing and Urban Development (HUD) Act of 1968, as amended, opportunity for employment to the greatest extent feasible shall be given to lower-income residents of the City of Fall River, Massachusetts.

Fall River Community Development Agency programs and activities do not discriminate on the basis of race, color, sex, age, religion, handicap, familial status, or national origin and are available on an equal opportunity basis.

**EQUAL OPPORTUNITY EMPLOYER M/F**