Title: Contract Administration Compliance Officer

Job Type: Non-Exempt ☒Exempt ☑

Job Grade: 5

Division: Housing Management

Reports to: Manager of Contract Administration

Essential Duties and Responsibilities

The Contract Administration Compliance Officer (CACO) is responsible for monitoring compliance of properties associated with the Performance Based Contract Administration and Section 811 PRA programs. The CACO will perform quality control reviews and site visits, as assigned, to ensure compliance with all applicable HUD rules and regulations, PHFA’s policies and procedures and if applicable, PHFA’s subcontractor’s policies and procedures. Specific duties will include the following:

- Perform quality control reviews for assigned tasks to ensure subcontractors are in compliance with the Annual Contributions Contract (ACC), all appropriate HUD regulations, guidelines and policies, PHFA’s policies and procedures and subcontractor’s policies and procedures.
- Perform quality control reviews for assigned tasks to ensure Agency personnel are in compliance with the ACC, all appropriate HUD regulations, guidelines and policies and PHFA’s policies and procedures.
- Perform quality control reviews as outlined in the Quality Control Work Plan for assigned tasks.
- Conduct site visits, as assigned, for the Section 811 and PBCA portfolios following guidelines established by PHFA and/or its subcontractor.
- Review assigned files and documents, as assigned, related to the Section 811 and PBCA programs.
- Participate on panels or other public speaking opportunities as assigned.
- Prepare monthly, quarterly and annual reports as required by the Manager of Contract Administration.
- Provide requested documents to PHFA’s external auditors and answer their questions.
- Assist in training and development of new Contract Administration staff, as requested.
- Attend meetings with subcontractors, HUD and other organizations as requested by the Manager of Contract Administration.

Complete any special assignments as requested by the Director of Housing Management and Manager of Contract Administration.
**Education and/or Work Experience Requirements**

- College graduate with a degree from an accredited academic institution. Five years’ work experience with the management of multifamily housing developments in either the private or public sector may be substituted.
- Must be thoroughly knowledgeable of all applicable HUD regulations, policies and procedures and have earned the Assisted Housing Manager (AHM), or equivalent certification.
- Must be proficient in Microsoft Windows and Microsoft Office Package. Experience with AS/400 is desired. Must possess the willingness to learn new systems.
- Ability to plan and organize work effectively, efficiently and independently. Must be detail oriented and have strong analytical skills.
- Must have excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Present a professional manner, project a positive image and work well with people.
- Must have the ability to recognize problem situations and provide solutions.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Demonstrated ability to maintain the confidentiality of all information gathered on behalf of the Agency and/or its partners, which is not otherwise available to the general public.
- Willingness and ability to travel, including overnight travel.

**Physical Requirements**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Maintain a daily physical presence at the office, as required to collaborate with team members. Must be able to talk, listen and speak clearly on telephone.