



The Cincinnati Metropolitan Housing Authority (CMHA), one of the nation's largest public housing authorities, is seeking an experienced **Contract Compliance Administrator** to oversee compliance with federal, state, and local regulations governing construction, procurement, labor standards, and economic inclusion initiatives.

This position plays a critical role in ensuring CMHA contracts meet all applicable requirements while supporting our mission to provide quality affordable housing and exceptional service to the communities we serve.

KEY RESPONSIBILITIES

- Administer and monitor compliance with Davis-Bacon Labor Standards, HUD regulations, Section 3, MBE/WBE participation, and other federal compliance requirements.
- Conduct contract compliance reviews, audits, payroll examinations, investigations, and on-site inspections.
- Manage environmental reviews and regulatory reporting for federally funded projects.
- Provide guidance and technical assistance to staff, contractors, and vendors regarding compliance requirements.
- Develop policies, procedures, and corrective action plans that strengthen accountability and regulatory compliance.
- Prepare executive reports and maintain compliance documentation.
- Monitor legislative changes and recommend process improvements to ensure organizational compliance.
- Manage compliance systems including SAM.gov, Grants.gov, GrantSolutions, HEROS, eLOCCS, and related federal platforms.
- Foster positive partnerships with contractors, community organizations, and government agencies.

QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration, Legal Studies, Construction Management, Contract Management, or a related field.
- Minimum of five (5) years of progressively responsible experience in contract compliance, procurement, grants management, labor standards administration, contract management, or a related compliance field.

Preferred

- Experience with HUD-funded programs, Davis-Bacon Labor Standards, Section 3, MBE/WBE programs, public procurement, and federal grant compliance.
- Strong analytical, organizational, communication, and problem-solving skills.
- Proficiency with Microsoft Office applications and compliance management systems.

To view the full job description and explore other career opportunities at CMHA, please visit cintimha.com and click on the Careers tab to submit your application and resume.

Equal Opportunity Employer/ Equal Housing Opportunities