

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

## **Contract Compliance Coordinator**

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**SALARY:**

\$22.76 - \$29.02 Hourly  
\$47,340.80 - \$60,361.60 Annually

**OPENING DATE:** 06/12/21

**CLOSING DATE:** 06/25/21 05:00 PM

**DESCRIPTION:**



**Who We Are**

Orlando, The City Beautiful

For most of Orlando's history we've been the place everyone wants to visit. Today, we're also the place where everyone wants to live and do business. List after list has Orlando as one of the fastest growing cities in America. We're transitioning from our role as the young upstart to a more mature, global city.

This didn't happen by accident. Together as a community, we developed a shared vision for our city focused on creating partnerships and we've transformed Orlando from a place that was packed with potential into a city on the rise.

Our vision ensures we are an inclusive, compassionate community that is generating jobs, becoming the most sustainable city in the nation, keeping our community safe, making it easier to get around, and increasing the quality of life. Together, we can continue realizing all our city's potential.

Come be part of our community with the City of Orlando.

**NATURE OF WORK:**

Performs inspections and reviews records to ensure compliance with contract agreements and government regulations including labor standards and income eligibility requirements for housing assistance with government funds, such as HUD grants.

**MINIMUM REQUIREMENTS:**

Associates degree in business, public administration, or other related field and two (2) years of experience determining eligibility, property management, contract administration, or other related work preferably involving housing or labor standards; or an equivalent combination of training and experience. A valid Florida Driver's License is required.

VALID DRIVER LICENSE FROM ANY STATE MUST BE PRESENTED AT TIME OF INTERVIEW. VALID FLORIDA DRIVER LICENSE MUST BE PRESENTED WITHIN 30 DAYS OF HIRE.

**SUPPLEMENTAL INFORMATION:**

**[City of Orlando Benefits](#)**

400 So Orange Ave., 1st floor  
Orlando, FL 32801  
407-246-2062  
407-246-2235

[cassie.thompson@cityoforlando.net](mailto:cassie.thompson@cityoforlando.net)

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## Contract Compliance Coordinator Supplemental Questionnaire

- \* 1. A valid driver license from any state is required for this position. If you possess a Florida DL, enter the DL number (no dashes or spaces) and expiration date in the space provided. Please follow the format shown: Example: X123123121230 Exp 01/01/2022 If you possess a valid driver license from another state or country, enter OTHER STATE. If you do not possess a valid driver license at this time, enter NONE.
- \* 2. What is the highest level of education you have attained?
- Less than high school
  - High school graduate or equivalent (GED)
  - Technical school completed
  - Some college (less than 60 semester credits)
  - Associate degree or equivalent (60 or more semester credits)
  - Bachelor degree (120 or more semester credits)
  - Master degree
  - Doctorate degree
- \* 3. Do you have an associate degree or higher in Business or Public Administration?
- Yes    No
- \* 4. How much full-time work experience do you have in determining eligibility, property management or contract administration?
- You **must provide details** in your application or resume.
- None
  - Some but less than two years
  - Between two and four years
  - Between four and six years
  - More than six years
- \* 5. Of your experience in eligibility determination, property management, or contract administration summarized in the question above, how much involved housing or labor standards?
- You **must provide details** in your application or resume.
- None
  - Some but less than one year
  - Between one and two years
  - Between two and three years
  - Three years or more
- \* Required Question