



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 386.3

Job Title: **CONTRACT COMPLIANCE SUPERVISOR**

Pay Grade: 22

### **GENERAL SUMMARY:**

Performs administrative and supervisory duties in implementing various policies and procedures regarding the review and investigation of contract compliance according to regulations established by Municipal, State and Federal codes.

### **RESPONSIBILITIES:**

- Supervises section; schedules and reviews work, trains and evaluates employees.
- Conducts desk and field audits; prepares summary of findings.
- Compiles reports and maintains records of services rendered and clients served.
- Responds to applicants' inquiries regarding file status.
- Represents the section manager at departmental, committee and agency meetings and legal proceedings as requested to provide information about division programs and services.
- Completes special projects as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Business Administration, Public Administration, Liberal Arts or a related field.

Responsible, professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

#### **EXPERIENCE:**

Three years of responsible, professional administrative experience, preferably in contract compliance, are required.

#### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

#### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision within standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hirings, terminations, and pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There is only a slight source of discomfort from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with situations where occasional exposure to office chemicals and/or periodic use of a video display terminal are required.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Contract Compliance Officer  
Senior Contract Compliance Officer  
Contract Compliance Supervisor

*Effective: October 1990*

*Revised: June 2015*