

City of Fort Worth, Texas

## **Government Contracts Administrator**

**Salary range: Commensurate with experience and qualifications of the selected candidate.**

**Filing deadline: Monday, June 12, 2023.**

The City of Fort Worth's Neighborhood Services Department implements programs that promote economic independence, sustainable housing, and healthy successful neighborhoods. The department partners with residents, businesses, non-profits, and other governmental entities to support community development, social services, and human capital development. Services are delivered through the following divisions: Housing and Community Development, Administrative Financial Services; Neighborhood Development and Infrastructure; Compliance and Planning; Rehabilitation and Home Improvements; Community Services; Neighborhood Community Centers; and Directions Home. This department has a total annual budget including General Fund and State and Federal Grants for FY2023 of over \$30 million and has a total of 176 FTEs.

The city is looking for a new Government Contracts Administrator that will be responsible for planning, executing, and managing compliance monitoring for all grants received by the City from U.S. Department of Housing & Urban Development (HUD) and State agencies, developing, and administering compliance policies for the Department, and managing the compliance division of the Department. The type of grants available include Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grants (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) and others. The total amount of HUD grant funds expected to be received is \$13,124,648.

Candidates shall have at a minimum a bachelor's degree from an accredited college or university with major course work in public administration, urban planning, business administration, accounting, or related field preferred, as well as four years of increasingly responsible experience in public or business administration, contract management, or related field. Preferred qualifications include a master's degree, at least eight years of supervisory and project management experience, and experience in HUD grant administration, regulatory compliance at the federal, state, or local

level of government, and government contracts and procurement.

To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) to: <https://www.cpshr.us/recruitment/2196>

For additional information contact:

Kylie Wilson  
**CPS HR Consulting**  
[kwilson@cpshr.us](mailto:kwilson@cpshr.us)

To view an online brochure for this position  
visit: [https://executivesearch.cpshr.us/flyer?file=APPROVEDCityofFortWorth\\_GCA.pdf](https://executivesearch.cpshr.us/flyer?file=APPROVEDCityofFortWorth_GCA.pdf)

City of Fort Worth website: <https://www.fortworthtexas.gov>



*The City of Fort Worth is an equal opportunity employer.*