



Job Title:	Compliance Coordinator	
Starting Pay:	DOQ	
Department:	Community Development	10/13/2016

JOB SUMMARY:

Monitors and ensures compliance with applicable laws and regulations pertaining to the Community Development Block Grant and HOME Programs. The employee interfaces with citizen's participation groups, contractors, subcontractors, vendors, various public agencies and private organizations and community agencies. General supervision is received from the Community Development Director and performance is evaluated through conference, reports, and results achieved.

QUALIFICATIONS:

- Knowledge of low income housing programs and associated funding sources
- Knowledge of contract negotiation methods and legal practices
- Knowledge of program development, monitoring and legal procedures
- Ability to execute operating budgets
- Texas driver license
- Bachelor's degree or five years related experience or combination of education and experience

PHYSICAL REQUIREMENTS:

The employee is regularly required to sit and use hands and fingers. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by the City of Harlingen.

BENEFITS:

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

HOW TO APPLY: Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, Texas 78550. City Website: www.myharlingen.us

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