



GOVERNMENT  
CONTRACTS  
ADMINISTRATOR





## ■ THE COMMUNITY

The City of Fort Worth, or otherwise known as the “City of Cowboys & Culture”, is at the heart of true Texas hospitality and western heritage! As the 13th largest city in the U.S., Fort Worth is home to over 900,000 residents representing culturally diverse communities. Located in north central Texas, Fort Worth is designated as one of America’s “Most Livable Communities” and truly offers a melting pot of culture, commerce, community and yes, cowboys. While keeping the small-town charm that keeps it unpretentious and charismatic in all the right ways, Fort Worth is the 3rd fastest growing large city in the nation with great neighborhoods, scenic terrain and a rich history of arts and culture, paired with world-class opportunities for business and education.

Fort Worth is the #1 tourist destination in Texas and welcomes more than 9.4 million visitors annually. With many events and activities to choose from, Fort Worth has much to offer both tourists and area residents such as Texas Motor Speedway, Billy Bob’s Texas, Fort Worth Stockyards, Kimbell Art Museum, Bass Performance Hall, Sundance Square, Botanic Garden, Fort Worth Zoo, Dickies Arena, Will Rogers Memorial Center, the renowned Fort Worth Cultural District, and headquarters to American Airlines, the world’s largest airline, at the 4th busiest airport in the nation - Dallas-Fort Worth Airport.

The city’s economy is primarily based on six major industry clusters: Aviation/Aerospace, Life Sciences/Health Care, Logistics, Manufacturing, Corporate/Professional and Energy (oil and gas). The region is also home to some of the state’s most prestigious universities: Texas Christian University (TCU), Texas A&M School of Law, Texas Wesleyan University, and the UNT Health Science Center.

## ■ THE ORGANIZATION

The City of Fort Worth is a values-based, customer-focused organization that strives to improve the quality of life for residents by consistently surpassing expectations, exhibiting a high degree of stewardship, and ensuring financial accountability and transparency.

The city operates under the Council-Manager form of government with an at-large Mayor and Council Members that represent eight districts. The City Council appoints the City Manager, City Secretary, City Attorney, City Auditor, Municipal Court Judges, and members of City boards and commissions. The City Manager serves as the chief administrative and executive officer of the city and is responsible for guiding and directing day-to-day operations and oversight of all positions. The city has a staff of approximately 7,877 employees, an operating budget of \$2.3 billion for FY2023, and an ad valorem tax rate of \$0.712500 per \$100 valuation.

## ■ VALUES

**Exceptional Customer Experience** - We take care of each customer on an individual level by taking the time to address problems, discussing solutions, and making each person feel acknowledged and important.

**Accountability** - We are always responsible for our own actions and decisions, and represent integrity, honesty and openness to our co-workers and our community members — no matter how big or small of a job.

**Ethical Behavior** - We operate under a high moral code of ethics, doing the right thing always, even when it's the tougher choice to make. Ethical behavior ensures trust and fosters honesty in times of ease and difficulty.

**Diversity** - We support and cultivate an open and accepting environment for all people from all walks of life, knowing that inclusion helps make this a better city and a better world to live in.

**Mutual Respect** - We create an environment of mutual respect that consistently fosters the growth of ideas and the practice of team- work so everyone feels comfortable and represented in their roles within the community.

**Continuous Improvement** - We continue to improve our processes and challenge our status quo to ensure that we are always on the forefront of what a city can do to make its residents feel safe, happy, and taken care of.



To learn more about the City of Fort Worth visit: <https://www.fortworthtexas.gov/Home>



## ■ DEPARTMENT OVERVIEW

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 goal of the Neighborhood Services Department is to enhance the quality of life for residents by strengthening neighborhoods and focusing on building better neighborhoods and improving quality of life for residents but offering programs for housing affordability, housing rehabilitation, administration of state and federally funded programs, and community economic development programs. The City also has HUD-funded grant programs to improve quality of life for low- and moderate-income residents through four program types: community facilities, affordable housing, public services, and homeless services. Community facilities and infrastructure projects have been effective in serving a large number of city residents at scattered locations over the past four years.

*To learn more visit: <https://www.fortworthtexas.gov/departments/neighborhoods>*





## ■ THE POSITION

The Government Contracts Administrator 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.

## ■ PRIORITIES

- Managing and integrating daily work activities of assigned staff to ensure compliance with federal contracts and legal requirements
- Overseeing compliance monitoring and advise staff and sub-recipients on methods to resolve compliance findings or concerns
- Developing policies and procedures to guide compliance and will act as the Department's primary resource for all HUD regulatory compliance issues
- Preparing plans, reports, studies, and analyses relating to current and long-range compliance activities
- Training sub-recipients and contractors
- Assisting residents and providing staff support to boards, commissions, and City Council
- Providing complex administrative support to the Neighborhood Services Director and Assistant Directors will be a primary duty





## ■ THE IDEAL CANDIDATE

The next Government Contracts Administrator shall be an exceptional leader with a heart for the community and the presence and the ability to respond to city's challenges both strategically and tactically. The ideal candidate possesses strong analytical skills, sound decision-making abilities and respected business practices.

This dynamic and innovative leader will be a “community steward” that is a collaborative, respectful, ethical, and engaging leader, with a strong commitment to the Fort Worth community. Candidates shall have an extensive background in grant funding, specifically with HUD's Community Planning and Development (CPD) grant programs, along with Low-Income Housing Tax Credits (LIHTC) regulations. The ideal candidate shall be a values-based professional that is deeply committed to the mission of the department and willing to take bold risks on behalf of the families serviced.

**The Government Contracts Administrator shall have these additional core competencies:**

- **Leadership** – Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; demonstrates a high level of conscientiousness; holds self and others accountable.
- **Collaborative and Inclusive** – Develops effective relationships within the organization by helping others accomplish tasks and using collaboration and conflict resolution skills; identifies, understands, monitors, and measures the needs of both internal and external customers.
- **Solution-Driven and Forward Thinking** – Demonstrates the ability to analyze, interpret data and metrics to effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; implements creative solutions and provides direction by clearly and effectively setting courses of action.
- **Effective Communication** – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.



## ■ EDUCATION/EXPERIENCE

### MINIMUM QUALIFICATIONS:

- 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
- Four years of increasingly responsible experience in public or business administration, contract management, or related field

### PREFERRED QUALIFICATIONS:

- Master's degree from an accredited college or university with major course work in public administration, urban planning, business administration, accounting, or related field preferred
- At least eight years with HUD grant administration and regulatory compliance at the federal, state, or local level of government
- At least eight years of supervisory and project management experience
- Experienced with federal contract provisions; and with government contracts and procurement
- Preference may be given to higher levels of experience and certifications as related to the vacancy

## ■ COMPENSATION & BENEFITS

The salary range for this position is commensurate on the selected candidate. The City of Fort Worth also offers a competitive benefits and wellness package for employees.

For more information please visit:

<https://www.fortworthtexas.gov/departments/hr/employees/benefits>

## ■ APPLICATION PROCESS & RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, June 12, 2023**. To review more information on the position, and to submit your materials visit: <https://www.cpshr.us/recruitment/2196>.

For additional information about this position please contact:

**KYLIE WILSON**

Senior Executive Recruiter

[kwilson@cpshr.us](mailto:kwilson@cpshr.us) ■ [www.cpshr.us](http://www.cpshr.us)

CPS HR  CONSULTING

Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited for the position will be invited to interview with the City.