**BUFFALO URBAN RENEWAL AGENCY**

**NOTICE OF VACANCY**

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Compliance Officer</th>
<th>DATE:</th>
<th>March 2, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPT. /DIV:</td>
<td>BURA</td>
<td>Hours:</td>
<td>8:30 am – 4:30 am</td>
</tr>
<tr>
<td>STATUS:</td>
<td>Exempt</td>
<td>No. of Positions:</td>
<td>1</td>
</tr>
<tr>
<td>SALARY:</td>
<td>$50,000</td>
<td>Location:</td>
<td>Executive, 920 City Hall</td>
</tr>
</tbody>
</table>

**GENERAL STATEMENT OF DUTIES:**

- Monitors grant recipients to ensure compliance with federal regulations
- Working knowledge of Section 3, Davis Bacon, Living Wage, MBE/WBE, EEO to ensure compliance
- Act as a liaison between the City and the community in relation to service and economic development planning efforts
- Determine which projects are subject Section 3
- Conduct monitoring procedures and activities to ensure compliance
- Develop methodology to categorize and certify Section 3 businesses
- Coordinate and collaborate with community organizations and businesses to identify potential Section 3 beneficiaries
- Establish first source hiring agreements with businesses and organization representing Section 3 residents
- Coordinate with agencies and organizations providing training programs, monitor attendance and participation
- Conduct labor market analysis and reporting
- Provide technical assistance to contractors hiring Section 3 participants
- Participant recruitment, assessment and referral
- Provide case management for participants (job search, financial counseling, education, vocational counseling)
- Directs all activities of the City of Buffalo’s Fair Housing Office.
- Implement the City’s Fair Housing strategy
- Acts as liaison between the City of Buffalo and such various contracted third party fair housing service providers. Monitors, analyzes and evaluates the activities of contracted third party fair housing service providers.
• Prepares necessary reports on matters relating to fair housing policy and activities, analyzes, and evaluated implications of Federal and State law and policy on Fair Housing.

• Conduct community and business presentations

• Submit monthly narrative and statistical reports

• Conduct on site visits to ensure compliance

• Conduct up to 180 days to follow up with participants (employment, job retention, referral, etc.)

• Develop and maintain computerized system to track performance of program (businesses, training and participants)

• Create informational system to help carry out the program (manuals, handouts, flyers, web page)

• Performs related work as required

QUALIFICATIONS

A. Bachelor’s degree from an accredited college or university and two years of experience in reviewing grant application and administration or management of employment and training programs and familiarity with equal employment opportunity and M/WBE programs.

or

B. Associates degree from, accredited college, and four years of experience in reviewing grant application and administration or management of employment and training programs and familiarity with equal employment opportunity and M/WBE programs.

or

C. An equivalent combination as defined within the limits of A and B.

RESIDENCY REQUIREMENT: As a condition of employment, all applicants must be a domiciled resident of the City of Buffalo at time of appointment for 90 days and maintain residency during their tenure with the City of Buffalo.

All resumes should be submitted by close of business Friday, March 13, 2015:

Brendan Mehaffy
Executive Director
Office of Strategic Planning
920 City Hall
Buffalo, New York 14201