



CITY OF SELMA

INTERNAL/EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available online or in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 876-1219 with any questions. Email your resume to: lrutledge@selma-al.gov.

DEADLINE FOR TRANSFER REQUEST, APPLICATIONS, AND RESUMES: ACCEPTED UNTIL JOB IS FILLED

FRINGE BENEFITS INCLUDE INSURANCE, RETIREMENT, HOLIDAYS, PAID VACATIONS AND SICK LEAVE

Job Title:	Compliance Officer – HUD
Department:	Planning and Development
Pay:	\$50,000 – \$55,000 Annually
Reports to:	Director - Planning and Development
Subordinate Staff:	None
Internal Contacts:	All City Departments
External Contacts:	HUD, ADECA, Contractors, Consultants, Community Organizations, Residents

Job Summary

Under the supervision of the Director of Planning & Development, the Compliance Officer ensures the City of Selma’s HUD-funded Lead Hazard Reduction Program (LHRP) and Healthy Homes Production (HHP) Program comply with all applicable federal, state, and local requirements. The employee is responsible for monitoring program implementation, enforcing HUD regulations, managing contractor compliance, maintaining accurate records, supporting financial oversight, and protecting the health and safety of residents—particularly children—through effective lead hazard control and healthy housing interventions. This job is considered security-sensitive and is subject to a pre-employment background check.

Essential Functions

Program & Grant Compliance

- Ensure compliance with HUD rules, 24 CFR Part 35 (Lead-Safe Housing Rule), 24 CFR Part 58 (Environmental Review), and all HHP program requirements.
- Maintain complete program files, including eligibility, risk assessments, scope of work, clearance testing, contractor payrolls, and reimbursement documentation.
- Conduct regular compliance reviews of contractor performance, resident eligibility, and unit files.
- Track program outputs and outcomes, ensuring data accuracy in HUD systems (e.g., IDIS, HEROS, and eGrants).
- Prepare quarterly and annual reports to HUD and ADECA.

- Coordinate with Finance on allowable expenditures and timely drawdowns.

Contractor & Vendor Oversight

- Ensure contractors are properly licensed, EPA RRP certified, and not debarred.
- Review and enforce Davis-Bacon wage compliance, Section 3 requirements, and minority contractor participation.
- Monitor and audit contractor payrolls; submit reports to ADECA/HUD.
- Conduct pre-construction conferences and compliance briefings.

Resident & Community Engagement

- Work directly with program applicants to confirm eligibility, collect required documentation, and explain program responsibilities.
- Ensure resident confidentiality and compliance with fair housing and civil rights laws.
- Assist in conducting outreach, workshops, and education on lead poisoning prevention and healthy housing practices.

Environmental & Health Compliance

- Assist in preparing environmental reviews, risk assessments, and clearance reports.
- Maintain documentation of lead hazard control and healthy homes interventions.
- Ensure all work complies with HUD's Healthy Homes rating system and lead hazard protocols.

Reporting & Auditing

- Generate and submit HUD-required reports (performance, financial, and close-out).
- Prepare compliance documentation for audits and monitoring visits.
- Support internal tracking systems to measure program progress, outcomes, and expenditure compliance.

Knowledge, Skills, and Abilities

- Knowledge of HUD lead hazard and healthy homes program rules, policies, and federal grant administration.
- Familiarity with environmental reviews, lead hazard risk assessments, and clearance protocols.
- Strong skills in grant management, recordkeeping, financial tracking, and report preparation.
- Ability to interpret and apply federal, state, and local regulations.
- Strong organizational, communication, and problem-solving skills.
- Ability to work with diverse populations and maintain effective community relationships.
- Proficiency with office software (Word, Excel, grant portals).

Minimum Qualifications

- Bachelor's degree in Public Administration, Public Health, Environmental Science, Community Development, Planning, or related field.
- Two (2) years of professional experience in compliance, grant administration, or housing rehabilitation or a combination of education and experience.
- Familiarity with HUD regulations strongly preferred.
- Valid driver's license and insurable driving record.
- Ability to travel locally and out of town, and to work nonstandard hours when necessary.
- Must pass a pre-employment background check.

Physical Demands & Work Environment

Work is primarily office-based, with frequent field visits to residential rehabilitation sites. The employee must be able to conduct inspections, attend community meetings, and travel to training or compliance reviews.

EQUAL OPPORTUNITY EMPLOYER