Title: Director, Contract Compliance  

Pay Scale Group: 18

Essential Function

Under general supervision from a designated administrator, direct and manage all activities of the Office of Contract Compliance and support the university’s compliance policy and guidelines with contractors.

Characteristic Duties

- Direct and manage all activities of the Office of Contract Compliance (e.g., compliance, vendors, and prevailing wages).
- Ensure compliance with university policies and guidelines.
- Develop annual term contracts of high-dollar volume.
- Collect and maintain payroll reporting compliance reviews to ascertain whether or not contractors are complying with the EEO provisions of their contracts.
- Assist and ensure compliance with the State of Ohio Wage & Hour Division by investigating complaints alleging payroll performance issues with those vendors maintaining contracts with the University of Cincinnati.
- Oversee the compliance review of all grants awarded to the university.
- Maintain a liaison with internal and external entities in order to develop and implement supplier diversity policies.
- Prepare and present reports to the State and university and external entities (e.g., Minority Businesses, Women-owned businesses).
- Provide training and guidance to university units on the importance and use of minority suppliers; train and inform minority businesses about opportunities and how to compete for business at the university.
- Keep abreast of current contract compliance guidelines.
- Represent the university in supplier diversity outreach and other internal and external efforts.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be in a related field. Experience must be in administrative work relating to federal regulations and compliance procedures; and include at least three (3) years supervision.

Last updated: February 2010