Loudoun County Government

Contract Service and Compliance Program Administrator

SALARY	$91,238.53 - $159,667.42 Annually	**LOCATION**	Leesburg, VA
JOB TYPE	FT Salary W BN	**JOB NUMBER**	27-00848
DEPARTMENT	Housing and Community Development	**OPENING DATE**	10/09/2026
CLOSING DATE	10/23/2026 11:59 PM Eastern	**FLSA**	Exempt
GRADE	132		

Loudoun County Government has been named one of Forbes' 2025 Best Large Employers! We're proud to be recognized nationally for our commitment to employee satisfaction and excellence in public service. At Loudoun County, we bring together talented professionals from all backgrounds to make a meaningful impact in a dynamic, growing community — that's *The Loudoun Difference*.

Welcome and thank you for your interest in employment with Loudoun County Government!

ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED IN ITS ENTIRETY. THE RESUME IS CONSIDERED SUPPLEMENTAL INFORMATION ONLY. APPLICATIONS THAT ARE INCOMPLETE OR INDICATE 'SEE RESUME' WILL NOT BE TAKEN INTO CONSIDERATION.

Job Summary

The Contract Service and Compliance Program Administrator provides lead support for contract development, compliance, and performance oversight across the Department of Housing and Community Development's (DHCD) housing, community development, and homeless services programs, including Loudoun Homeless Services contracts and other grant-funded initiatives.

The position monitors contractor performance, identifies operational and service delivery concerns, and supports timely, solution-focused resolution while ensuring accountability and compliance with County policies, contractual obligations, and applicable local, state, and federal regulations. Serving as a key liaison among DHCD, contracted providers, County agencies, and community partners, the Administrator promotes effective coordination, quality service delivery, and continuous program improvement.

Position Responsibilities:

- Support development of RFPs, FRQs, and contract documents.
- Coordinate program requirements and provide technical guidance to staff.
- Monitor contractor performance, service delivery, and regulatory compliance.
- Identify deficiencies and coordinate corrective actions.
- Support contract renewals, amendments, and procurement processes.
- Coordinate with providers, County departments, and community partners to resolve operational issues.
- Support contract administration, fiscal accountability, facilities, safety, technology, and emergency response.
- Oversee homeless services programs, facilities, and contracted operations.
- Monitor program data, reporting, and performance outcomes.
- Prepare leadership reports and identify opportunities for improvement.
- Promote contract compliance, accountability, effective service delivery, and alignment with County priorities.
- Occasional evening or weekend work as needed.
- Field-based work across County facilities and partner locations.

Knowledge, Skills, and Abilities:

- Demonstrated experience in cross-system coordination and interagency collaboration.

- Knowledge of applicable housing and homeless services regulations, including HUD programs, ESG, and HEARTH Act requirements.
- Strong analytical, organizational, communication, and problem-solving skills, with the ability to monitor contracts, assess performance, and manage sensitive issues professionally.

Hiring salary is commensurate with experience

Minimum Qualifications

Master's degree in public administration, Human Services, Urban Planning, or related field; three (3) years of related, progressively responsible work experience, including one (1) year of supervisory or team leader experience; or equivalent combination of education and experience.

Preferred Qualifications

- Training or certification in compliance, auditing, contract or grant management, or program monitoring.
- Experience with housing and homeless services data systems and reporting.
- Experience working in or with local government.

Job Contingencies and Special Requirements

Valid driver's license and good driving record (driving records may be reviewed annually for continued qualification). Successful candidates will undergo background checks as required.

Equal Employment Opportunity
Loudoun County Government prides itself on fostering a diverse and inclusive workplace that promotes employee wellness and work-life balance. As an equal opportunity employer, we consider all qualified applicants regardless of

age, color, disability, gender identity, genetic information, national origin, political affiliation, race, religion, sex, sexual orientation or other non-merit factors.

Reasonable Accommodation
Applicants who wish to request a reasonable accommodation during the recruitment process should call Human Resources directly at
703-777-0213 or email Human Resources.

Employer
Loudoun County Government

Address
1 Harrison Street SE

Leesburg, Virginia, 20175

Phone
7037770213

Website
www.loudoun.gov

Contract Service and Compliance Program Administrator Supplemental Questionnaire

*QUESTION 1

Which statement below best describes the highest level of education you have completed?

- ◯ High school graduate, diploma or the equivalent (GED)
- ◯ Associate degree
- ◯ Bachelor's degree
- ◯ Master's degree
- ◯ Doctorate degree

*QUESTION 2

How many years of years of related, progressively responsible work experience do you have?

- ◯ No experience
- ◯ Less than 1 year of experience
- ◯ 1 year but less than 2 years of experience
- ◯ 2 years but less than 3 years of experience
- ◯ 3 years but less than 4 years of experience
- ◯ 4 years but less than 5 years of experience
- ◯ 5 years but less than 6 years of experience
- ◯ 6 years but less than 7 years of experience
- ◯ 7 years but less than 8 years of experience
- ◯ 8 years but less than 9 years of experience
- ◯ 9 or more years of experience

*QUESTION 3

This position requires one (1) year of supervisory or team leader experience. Do you have at least one (1) year of supervisory or team lead experience?

- ◯ Yes
- ◯ No

* Required Question