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Contract Compliance Officer

JOB CODE	JOB FAMILY	PROFILE
JCP304	**Legal & Compliance**	**Contract Compliance Officer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**September 18, 2026**

The Contract Compliance Officer monitors contracts to ensure contractor compliance with contract specifications, terms, conditions, and contract budgets. Provides daily oversight and management of contractors, service vendors, and providers. Coordinates with external agencies and County personnel.

Job Description

DUTIES AND RESPONSIBILITIES

FUNCTIONAL AREA

METRO DETENTION CENTER (MDC)

- Evaluates and monitors contractor performance; determines the necessity for amendments or extensions of contracts and ensures compliance with contractual obligations.
- Oversees contract activity to ensure compliance with American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, McClendon stipulated order requirements, and all applicable local, state, and federal requirements, while mitigating risk.
- Serves as the primary liaison with contracting representatives to ensure compliance and resolve problems and issues.
- Keeps records required by government agencies regarding sanitation and monitors compliance with health and fire regulations.

- Analyzes and makes recommendations for the approval or rejection of contractor requests for deviations from contract specifications and delivery schedules.
- Monitors contractor compliance using monthly compliance audit tools relevant to the assigned contract.
- Collects all reports required from contracted service providers; analyzes reports for completeness, accuracy, adherence to laws, ordinances, regulations, policies, and contract requirements. Alerts appropriate MDC leadership of issues needing resolution.
- Reviews inmate grievances related to contractor services to identify trends, ensures proper resolution by the contractor, and recommends service improvements.
- Coordinates with MDC Compliance and Safety personnel to ensure contractors provide the required data and documentation.
- Analyzes and evaluates contracts by identifying specifications, contractor obligations, performance periods, timelines, and related elements.
- Assists in the annual budget process.
- Prepares cash desk deposits in accordance with the Cash Desk Administrative Instruction.
- Requests quotes from vendors, generates shopping carts, and reviews purchase orders for accuracy, following procurement code.
- Reviews, approves, and allocates accounts payable documents for accuracy before payment; reviews and approves all invoices.
- Assists with, provides input on, and/or prepares contract amendments.
- Participates in the procurement process.
- Prepares reports and makes recommendations to management on cost efficiencies, project and program analysis, and coordinates the implementation of special projects involving performance monitoring, satisfaction surveys, strategic improvements, and records management.
- Maintains contract files, databases, and assist in preparing presentation items.
- Assists contractors in developing viable solutions to enhance service provision, resolve staffing issues, and serve as a liaison to MDC personnel.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

BEHAVIORAL HEALTH

- Evaluates and monitors contractor performance; determines the necessity for amendments or extensions of contracts and ensures compliance with contractual obligations.
- Oversees contract activity to ensure compliance with their contractual obligations and adhere to the terms and conditions outlined in the agreement.

- Serves as the primary liaison with contracting representatives to ensure compliance and resolve problems and issues.
- Keeps records required by government agencies for auditing purposes.
- Analyzes and makes recommendations for the approval or rejection of contractor requests for deviations from contract specifications and delivery schedules.
- Monitors contractor compliance using monthly compliance audit tools relevant to the assigned contract.
- Collects all reports required from contracted service providers; analyzes reports for completeness, accuracy, adherence to laws, ordinances, regulations, policies, and contract requirements.
- Reviews reports and data related to contractor services to identify trends, tracks performance metrics, and adheres to quality standards and best practices.
- Coordinates with the Office of Data Collection, Analysis, and Reporting to ensure contractors provide the required data and documentation.
- Analyzes and evaluates contracts by identifying specifications, contractor obligations, performance periods, timelines, and related elements.
- Assists in the negotiation and development of the contract budget process.
- Requests quotes from vendors and reviews purchase orders for accuracy.
- Reviews, approves, and allocates accounts payable documents for accuracy before payment; reviews and approves all invoices.
- Assists with, provides input on, and/or prepares scope of work, contracts, and contract amendments.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Business Management, Business Administration, Public Administration, or a related field.
- Five (5) years of work experience in contract administration, project management, program analysis, budgeting, or a related field.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

METRO DETENTION CENTER (MDC)

Prefer candidate with work experience in the correctional institutions' security, foodservice, laundry, and/or commissary operations.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- MDC ONLY - Duties are performed largely in a correctional facility and in the immediate area of inmates.
- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tiled. The working surface is typically dry.
- A worker often works alone, either with or without directions from a supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes a phone, computer, copy machine, and printer.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.