

ST. CLAIR COUNTY INTERGOVERNMENTAL GRANTS DEPARTMENT  
POSITION DESCRIPTION

POSITION TITLE: <b>Compliance Monitor/Program Specialist</b>	DATE WRITTEN: <b>May, 2016</b>
CLASS TYPE: Professional	
REPORTS TO: CD Program Coordinator	TYPE OF SUPERVISION: General
PROBATIONARY LEVEL: \$16.00	ENTRY LEVEL: \$18.00

PRINCIPAL DUTIES:

1. Responsible for maintaining a functional knowledge of regulations issued by granting agencies as they relate to tasks assigned.
2. Responsible for performing full range of program activities and contract administration of Community Development and other grant programs.
3. Responsible for the production of written reports.
4. Responsible for a wide variety of information/data collection.
5. Assists with the input function and maintenance of internal reporting processes; and set-up and completion in IDIS or HUD approved reporting systems for the Action Plans/CAPERS and other related reports both quarterly and annually.
6. Assists with verifying payments in IDIS or HUD approved reporting system and IGD's fiscal system.  
  
Provide on-going training to community development fund recipients to ensure effective and accurate implementation of directives and regulations.
7. Assists with budget development for community development projects as assigned and identification of fund sources.  
  
Develop and maintain monitoring instruments to comply with federal, state, and local laws, standards and practices.

8. Conduct internal and external program monitoring as it relates to community development projects as assigned including a comprehensive review of all activities, systems and controls for compliance and quality of service issues. Perform on-site, desk and file reviews to assure program quality and compliance with federal, state and local laws, standards, and practices and report findings to the Coordinator.
9. Recommend corrective actions or improved practices based on monitoring. Conduct follow-up monitoring reviews to determine and report on the implementation of corrective actions or modified procedures and practices.
10. Responsible for computer knowledge and knowledge of environmental and historical preservation issues and requirements.
11. Assists with performing special studies, research, and projects as assigned.
12. Responsible for assisting in all grant application and Consolidated Plan processes.
13. Responsible for assisting with the implementation of all grant programs including policies and procedures to insure compliance with regulations and the implementation schedule.
14. Assists with creating information brochures/fliers/letters/web pages for outreach and enrollment of clients to receive various IGD programs.
15. Prepares, monitors and distributes to Coordinator a battery of standard financial reports that summarize continuous financial activity and performance against obligation, spending and other financial and performance standards established for Community Development Programs. Recommend corrective actions or improved practices based on monitoring.
16. Conducts research into program and grant financial management requirements, reviews relevant Federal and State policy issuances, attends relevant training and otherwise stays abreast of financial management and reporting requirements attendant to IGD grants and programs.
17. Prepare quarterly and annual division reports.

18. Assists Rehab/Homebuyer staff with processes/files.
19. Performing other duties as assigned.

SCOPE AND IMPACT:

This is a position requires constant awareness of all projects in operation. The responsibilities of this position significantly impact the overall operation and compliance requirements of the group.

COMPLEXITY OF THE JOB:

A complex job requiring knowledge of state and federal regulations, data collection processes organization, research methodology, contract management, and insuring that projects involved are in compliance with state and federal regulations. Attention must continuously be paid to detail.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to maintain an effective working relationship with other staff members, elected officials, community groups, other governmental agencies, technical advisors, and the general public.
2. Ability to present reports and communicate effectively in both oral and written form.
3. Knowledge of state and federal regulations as they affect programs assigned.
4. Knowledge of fiscal and grantor computer software programs, budgets and budget modifications.
5. Ability to function effectively in Microsoft Office Suite applications.
6. Knowledge of record keeping systems.
7. Ability to pay attention to detail and accurately record data.
8. Ability to identify and resolve problems in a timely manner.
9. Ability to work independently, ability to set and achieve expectations.
10. Ability to maintain a high level of confidentiality.

EDUCATION and EXPERIENCE:

1. Education

Associates Degree with 2 years experience in a related field or Bachelor's Degree from an accredited college or university required.

2. Experience:

Plus minimum of three (3) years of responsible experience in a public or private organization.

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"AN EQUAL OPPORTUNITY EMPLOYER"

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