



GRANTS COMPLIANCE SUPERVISOR

NATURE OF WORK

Serving the public with grant compliance work in the administration of specialized programs of the Community and Economic Development Department, in accordance with federal and state laws and city policies.

DISTINGUISHING FEATURES

Work involves responsibility for assisting with compliance and administrative activities of federal and state grant programs and agencies. Work includes preparing and submitting the Five-Year Consolidated Plan, Consolidated Annual Performance and Evaluation Report, and Annual Action Plan; managing the citizen participation requirements of grants, and budget process. The employee exercises judgment interpreting and preparing policies and procedures within areas of responsibility. This is the second of a two level series of classifications. It is distinguished from the lower level by the lead role in grant compliance activities and its supervision of staff.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Gathers and organizes information needed to prepare and submit the 5-Year Consolidated Plan, Consolidated Annual Performance and Evaluation Report, Annual Action Plan, and various other grant and program planning and reporting documents; assists in presenting the Consolidated Plan and Annual Plans, the Consolidated Annual Performance Evaluation Report, and other bi-monthly, quarterly and annual reports.

Completes environmental reviews for projects assisted by the Department.

Coordinates grant compliance activities with other department personnel and other city departments, including any monitoring by HUD and other funding agencies.

Coordinates and monitors grant projects and program operations, ensuring proper contracting procedures are followed and reviewing and processing payment requests according to established rules and regulations; reviews related documents to meet reporting requirements of funding agencies.

Participates in writing supporting narratives used to develop Community Development Block Grant and HOME Investment Partnerships grant program applications, compliance documentation, and prepare grants including, but not limited to, federal and state applications; assists in writing and development of grant agreements.

Reviews and evaluates the work of other staff related to grant compliance.

Provides staff support to various boards, committees, and neighborhood organizations.

Contacts sub-recipients, developers, owners, and sponsors to obtain information and proper documentation for grant processing and reporting to support compliance with all grant requirements including federal and state grant, payment processing or to support compliance with housing quality standards.



Reviews, recommends, and prepares appropriate changes in program operations, procedures, and budget.

Assigns, supervises and reviews the work of subordinate Grants Compliance Specialist I position.

Attends meetings, conference and workshops.

Maintains reasonable and predictable attendance

SUPERVISION RECEIVED

Works under the supervision of the Housing and Program Manager or other administrative superior. Work is performed according to extensive federal and state regulations and most guidance comes from regulations governing each funding source. Work is reviewed daily through established city, department, and program checks and balances for accuracy, completeness and adherence with federal and state laws and regulations and City rules and regulations. Work is reviewed annually for overall results achieved.

SUPERVISION EXERCISED

Coordinates the work of a subordinate position(s) engaged in carrying out the various functions and requirements of their respective responsibilities. Supervisory responsibilities include assigning and participating in evaluating work, resolving personnel problems, setting performance goals and standards, making hiring and disciplinary recommendations, and performing other supervisory functions.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work activities are primarily sedentary in nature, sitting at a desk operating a personal computer, although movement about the work area is by walking or by other means.

SUCCESS FACTORS (KSAs)

Considerable knowledge of federal, state, and local laws, rules and regulations pertaining to Community and Economic Development Department grant programs.

Knowledge of community development principles and practices.

Knowledge of affordable housing finance and banking practices and procedures, including those pertaining to default and foreclosure.

Knowledge of MS Office Suite or other word processing, spreadsheet and data base software standards that may be adopted by City departments.

Ability to interpret and explain laws, regulations, policies and procedures applicable to the housing and community development grant programs.

Ability to implement and maintain systems for financial and account controls for various grant programs.

Ability to prepare reports and maintain records and files.



Ability to communicate effectively both orally and in writing.

Ability to supervise and direct the work of others effectively.

Skill in the use and care of a personal computer.

EDUCATION, TRAINING & EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree in urban planning, business administration, public administration or a related field and one to three years of community development administrative experience. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois driver's license.

Residency Requirement:

Effective June 1, 2018 all newly hired employees, including newly hired Department Heads, shall live within the municipal boundaries of City of Rockford within six (6) months of their completion of their introductory period.

Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.