

CLASS TITLE: SENIOR GRANTS COMPLIANCE MONITOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs complex administrative duties in the development, coordination and monitoring of grant programs, ensuring regulatory compliance and other related assigned duties.

ESSENTIAL TASKS:

- Researches, monitors and provides advanced technical assistance to subrecipients on complex projects by overseeing implementation, answering difficult inquiries and designing/creating spreadsheets with formulas to calculate fund proceeds
- Prepares and administers unique lengthy, complex contracts with required grant obligations
- Analyzes and oversees grant recipient performance and expenditures for regulatory compliance of program performance requirements and timelines and milestones met
- Maintains project files, ensuring all federally required documentation included
- Conducts on-site monitoring visits with various agencies to determine subrecipient's compliance with federal/legal requirements
- Inputs complex data and fiscal information into tracking system
- Works with subrecipients to resolve monitoring issues
- Reviews and analyzes information needed for preparation of plans and performance reports
- Reviews grant applications and assists in making eligibility determinations
- Conducts meetings/interviews with relevant parties
- Serves as liaison between various City departments, consultants, public officials and organizations
- Acts as lead for monitoring staff
- Performs in-depth research and writes determinations for non-standard projects
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business/public administration, professional/technical writing, English or a related field and three (3) years of experience in grant or contract administration; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of federal regulations and circulars pertaining to grants and contract administration; considerable knowledge of methods, standards, procedures and practices of grant writing; considerable knowledge and understanding of methods, techniques and technical terminology used in grant applications and contracts.. Ability to read and interpret regulations and laws governing private, state and federal grants/contracts; ability to work effectively under pressure; ability to effectively communicate in public; ability to work with all levels of internal/external personnel in diverse job functions, demonstrating excellent interpersonal skills; ability to analyze complex grant/contract cost principles and requirements; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Applicant must possess excellent technical writing skills and, at least, Microsoft excel, word and access skills demonstrated at an intermediate level.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; occasional pushing and pulling up to 20 pounds; may be subject to walking or sitting for extended periods of time, standing, reaching, handling, twisting and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operators License.

WORKING ENVIRONMENT: Working conditions are primarily indoors in an office environment and requires some travel to various locations for on-site visits.

Class Code: 2577

EEO Code: N-02

Pay Code: AT-36

Group: Fiscal

Series: Financial Management

Effective date: June 5, 2009