

GRANT PROJECT /COMPLIANCE COORDINATOR

Exempt Position Grade 62 Salary Range

NATURE OF WORK

In the role of Coordinator, the employee will monitor and review activities of the National Disaster Resilience Grant program and CDBG-DR Allocations #1 and #2 assuring compliance with policies and procedures, and HUD rules and regulations, and other activities which from time to time may be assigned by the Disaster Recovery Grant Administrator. In this position, the employee will also contribute to ensure compliance with federal regulatory requirements for contracts funded with Community Development Block Grant-Disaster Recovery monies working in conjunction with the Internal Auditor and the Finance Department. Work is performed under the direction of the Disaster Recovery Grant Administrator.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Coordinating activities, resources and information related to specific initiatives of the NDR program and CDBG-DR Allocations #1 and #2

Review plans and specifications of proposed new work and rehabilitation to residential and commercial buildings to be funded by either DR or NDR to assure compliance with the provisions of the procurement and contract requirements of codes, ordinances and regulations and assure compliance with HUD rules, regulations, and statutes

Provide oversight of projects and assist in preparing project reports, proposals, timeframes/schedules and budgets as needed consistent with the position's role.

Monitor and track assigned projects progress, and handle any issues that arise.

Undertake an annual risk assessment consistent with HUD requirements of all CDBG-DR and CDBG-NDR programs, activities, and projects to determine degree of scrutiny and review during the calendar year.

Serve as a liaison with all subject matter expert consultants engaged by the city connected to projects and programs funded through CDBG-DR and CDBG-NDR to assure such activities by such consultants are coordinated and integrated with city oversight, management, policy making, and administrative decisions.

Coordinate procurements to assure that all necessary processes and records are carried out consistent with the city's procurement policies as well as the requirements of HUD procurement rules governing CDBG-DR and CDBG-NDR funds

Carry out compliance review of current activities, projects, and programs as needed based on risk assessment and coordination with Internal Auditor of compliance issues, detection of possible violations, and implementation of corrective action.

Provide support and assistance with other departments of the City as appropriate when involved in CDBG-NDR or CDBG-R grant funds to establish and maintain a high level of compliance.

Assist in submission of regulatory filings as needed, applicable to the regulatory requirements of CDBG-DR related projects.

Ensure quality of NDR/CDBG-DR work product meets professional standards and promotes best practices.

Provide support and assistance in assuring the necessary preparation and review of educational materials and provide training as needed on NDR and compliance related issues.

Oversee HUD required ethics standards and conflict of interest policies governing CDBG-DR and NDR

GRANT PROJECT/COMPLIANCE COORDINATOR (continued)

REQUIREMENTS OF WORK

Demonstrated knowledge of compliance related to government programs, best practices, and regulatory requirements and issues.

Ability to independently research, understand and apply regulatory requirements.

Strong analytical and problem solving skills.

Demonstrated ability to think strategically and to proactively manage implementation of specific initiatives.

Ability to adapt in a dynamic and high-growth environment.

Detail-oriented, organized and able to manage multiple priorities effectively in a fast-paced work environment.

Ability to draft regulatory policies and procedures.

Works well both independently and in a dynamic team environment.

Works with other departments to promote collaborative relationships.

Able to write clearly for the general workforce, governmental agencies and regulators.

Strong verbal communication skills.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Business Administration, Management or a related field; and a minimum five years of experience in a highly regulatory environment or setting.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license within one month of appointment.