



CLASS TITLE | SENIOR GRANTS COMPLIANCE MONITOR

PAY GRADE: AT-36| www.cityoftulsa.org/pay

Class Code: 2577

Effective Date : 01/11/2023

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

ESSENTIAL TASKS:

- Researches, monitors and provides advanced technical assistance to subrecipients on complex projects by overseeing implementation, answering difficult inquiries, and designing and 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 is included
- Conducts on-site monitoring visits with various agencies to determine subrecipient's compliance with federal and legal requirements
- Inputs complex data and fiscal information into tracking system
- Works with subrecipients to resolve monitoring issues
- Reviews and analyzes required information for the preparation of plans and performance reports
- Reviews grant applications and assists with eligibility determinations
- Conducts meetings and interviews with relevant parties
- Serves as a 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
- Reports 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: Must meet one of the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Completion of one hundred twenty (120) hours from an accredited college or university; **and**,
(b) Three (3) years of experience in a field relevant to the essential tasks of this job description;
or
2. (a) Completion of sixty (60) hours from an accredited college or university; **and**,
(b) Five (5) years of experience in a field relevant to the essential tasks of this job description

Knowledge, Abilities and Skills:

Considerable knowledge of:

- Federal regulations and circulars pertaining to grants and contract administration
- Methods, standards, procedures, and practices of grant writing
- 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 and contracts
- Analyze complex grant and contract cost principles and requirements
- Work effectively under pressure



CLASS TITLE | SENIOR GRANTS COMPLIANCE MONITOR

PAY GRADE: AT-36 | www.cityoftulsa.org/pay

Class Code: 2577

Effective Date : 01/11/2023

- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Skill in:

- Advanced technical writing
- Word processing, database, and spreadsheet software packages 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 twenty (20) pounds; occasional pushing and pulling up to twenty (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" Driver license.

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

EEO Code: N-02

Group: Fiscal

Series: Financial Management