

CLASS TITLE: GRANTS COMPLIANCE MONITOR II

PURPOSE OF THE CLASSIFICATION: Under general supervision performs 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 technical assistance on standard projects to subrecipients by answering inquiries, coordinating project implementation and designing and creating customized forms
- Prepares and administers contracts with required grant obligations
- Reviews subrecipient's payment requests for consistency with governing agreements, checking calculations for accuracy and ensuring required documentation included
- Maintains standard project files, ensuring all federally required documentation included
- Monitors grant recipient performance and expenditures to ensure compliance with federal requirements
- Conducts on-site monitoring visits with various agencies to determine subrecipient's compliance with federal/legal requirements
- Inputs project data and fiscal information into tracking system as needed
- Tracks grant contracts and agreements to ensure timelines and milestones met
- Compiles and analyzes information needed for preparation of grant applications and performance reports as needed
- Reviews grant applications and assists in making eligibility determinations
- Assists and supports City departments in applying and submitting grant applications
- Conducts meetings/interviews with relevant parties
- Serves as liaison between departments as required
- Works with subrecipients to resolve monitoring issues
- Performs special projects as needed
- 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 two (2) 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 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 and serve as department liaison as needed; ability to work with all levels of internal/external personnel in diverse job functions, demonstrating excellent interpersonal skills; ability to monitor and coordinate projects/programs; ability to analyze 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 strong 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/investigations.

Class Code: 5503

EEO Code: N-02

Pay Code: AT-32

Group: Fiscal

Series: Financial Management

Effective date: May 14, 2009