

COMPLIANCE AND GRANT OFFICER – CITY OF BATAVIA

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position will be the Compliance Officer; in which the incumbent of this position will maintain and regulate ADA regulations, Fair Housing Act, Title VI. This position involves administering the City's Grants, to plan, write, manage and close out City grants. Including federal and state grant compliance and other compliance programs as assigned. Responsibility also involves ongoing education and consultation with Department Heads to keep them apprised of current requirements or changes in statute or regulations. Duties are performed under the general direction of the City Manager with wide latitude permitted for the exercise of independent judgment in administering, planning, developing and directing compliance programs. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts research as required or assigned by the City Manager;
Responsible for analyzing researched material for accuracy and applicability;
Utilizes research and analysis to be prepared to provide appropriate & applicable advice to City administration;
Performs and ensures internal compliance audits are conducted in conjunction with the City administration and the City's Independent Auditors;
Develops, initiates, maintains, and revises City-wide policies and procedures in addition to the City's compliance programs to be consistent with requirements of regulatory agencies;
Consults with the City Attorney and/or outside counsel as needed to resolve difficult legal compliance issues;
Identifies potential areas of compliance vulnerability and risk mitigation;
Conduct inquiries into reported issues, consult with legal counsel as needed;
Ensure uniform handling documentation and follow-through on corrective measures and advise on preventing recurrence;
Develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future;
Provides reports on a regular basis, and as directed or requested, to keep management informed on the operation and progress of compliance efforts.
Oversee the maintenance of master files on grants, monitor paperwork connected with grant-funded programs, review and report notices of grant awards and denials;
Write, prepare and submit grants proposals;
Ensures timeliness, compliance with set guidelines and funder requirements and consistency with City of Batavia programming and mission;
Collaborates with departmental personnel affected by proposed grant to develop grant submission content, outline utilization of potential/actual funding;
Meet with representatives of funding sources to discuss funder requirements and build a professional relationship;
Make presentations for funding requests;
Develop and implement strategies for identifying funding opportunities;
Submitting requests and optimizing the grants administrative process;
Monitor sources dealing with funds available through grants from governmental agencies, corporations, private foundations, etc.;

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COMPLIANCE AND GRANT OFFICER

Page 2

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of City-wide procedures, policies and practices regarding regulatory compliance issues; thorough knowledge of the principles and practices of administration; ability to monitor and conduct analyses of operating procedures, good knowledge of grant writing and administration; good knowledge of State and Federal Regulations; ability to implement strategies for identifying funding opportunities; ability to prepare complex written and oral reports clearly and concisely; ability to write contracts and agreements; ability to develop and maintain effective working relationships in order to promote compliance with applicable codes and standards; ability to organize, assemble, categorize and prepare data for reporting purposes; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions and duties of the position; sound professional judgment; dependability; resourcefulness, accuracy; initiative; tact; integrity; discretion; physical condition sufficient to perform the essential functions of the position.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to walk, talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

EITHER:

- A)** Possession of a Master's degree, **AND one** (1) year of compliance and/or grant experience.
- B)** Possession of a Bachelor's degree or higher in Public, Hospital or Business Administration, Finance, Accounting or a Fiscal Management field, **AND two** (2) years of compliance and/or grant experience.

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COMPLIANCE AND GRANT OFFICER

Page 3

OR:

- C)** Possession of a Associate's degree in Public, Hospital or Business Administration, Finance, Accounting or a Fiscal Management field, **AND** four (4) year of compliance and/or grant experience.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.