



Class Code: Managerial  
Grade: 51  
FLSA: Exempt  
WC Code: 8810  
EEO Code: 1  
EEO Job Category: Professional

## CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION

**JOB TITLE: GRANTS PROJECT COMPLIANCE SPECIALIST**

### **GENERAL STATEMENT OF JOB**

The purpose of this position is to support the operations of the Grants Division by monitoring deadlines, grant requirements, and provide reports to ensure overall compliance for all grants awarded to the City, under the general direction of the Grants Administrator. Employees in this classification are responsible for the development, maintenance, and tracking of all grants progress, compliance, and requirements. This position is responsible for ensuring that all grants awarded to the City comply with the rules, regulations, and requirements by awarding entities and federal, state and local laws.

### **ESSENTIAL FUNCTIONS**

**The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Manages and coordinates all required Davis-Bacon and Section 3 compliance, monitoring and reporting requirements for all applicable grants awarded to the City.

Monitors compliance of all federal, state and local requirements for City grants, including but not limited to Build America, Buy America Act (BABA); Public Notices requirements and monitoring.

Coordinates grants kick-off meetings with City team; and coordinates and attends follow-up coordination meeting with internal grant recipient departments.

Assists with implementation and monitoring of Title VI's special provisions and requirements for respective grants and federally funded projects and programs administered by the City's Grants Division.

Coordinates development and submission of grant reports and contracts, and ensures compliance with reporting deadlines and requirements. Prepares all monthly, quarterly, semi-annual and annual reporting requirements of all City grants.

Reviews grant applications and grant or contract award letters to ensure compliance with legal requirements. Ensures compliance and close-out requirements of all City grants, including but not limited to reporting, documentation, and auditing.

Monitors all Contract Agreements in the Grants Division.

Develops and maintains Standard Grant Program Tracking and Monitoring processes and file maintenance.

Develops and maintains internal Grants Management System.

Assists with project management for specific grant-funded projects; and manages specific grant funded project(s) as assigned.

Assists with execution and project management of all grant-funded projects requiring environmental reviews and records (ERR) and follow-ups.

Assists with grant writing applications and post-award grant management.

Creates and provides presentations to the internal and external stakeholders.

Maintains updated knowledge and skills related to grants and contract management, and any regulations, guidelines, or conditions provided by federal, state, and local compliance, awarding, and auditing agencies.

Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in public administration, business administration, urban planning, community development, or closely related field; **AND**
- Three (3) years of experience in grants and contract management, including federal, state, and foundation grant programs; and/or grants compliance management; **AND**
- Valid State of Florida driver license.

*If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.*

### **ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS**

Driving Requirements: The ability to drive and operate a personal or City vehicle intermittently throughout the work day or work week.

Physical Requirements: The ability to exert light physical effort to perform sedentary to light work, which may involve some combination of lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time in a stationary position.

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and/or in writing as needed to exchange information, coordinate work activities, and resolve matters.

Intelligence: The ability to apply common sense understanding to perform tasks.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages.

Environmental Factors: Essential functions are performed without exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, and/or fumes).

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

## **VETERANS' PREFERENCE**

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process.

Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.