

City of Socorro Job Description

Job Title: Program Officer Compliance Specialist	Department: Grants
FLSA Status: Full Time - Non-Exempt	Salary: \$19.00 to \$28.85
Approved: November 2, 2023	Last Revised: N/A

Position Summary:

Under general supervision, oversees, monitors, and manages the administration of grants, and other funding, programs and resources, to ensure compliance with terms, guidelines, and applicable regulations of related programs. Develops and implements systems to track programmatic and fiscal compliance and other grant administrative functions to be thorough, accurate, concise and of the highest quality.

Duties, Functions, and Responsibilities:

- Provides program oversight to ensure compliance with grant requirements.
- Maintains program records.
- Assisting with the development of grant proposals, budgets, and other application materials.
- Reviews revenue, expenditures, and balances for all grant fund accounts; analyzes expenditures to ensure transactions are accurate and appropriate; examines purchase requests; maintains, reviews and monitors financial records and requests for fund payments; and participates in annual close out and transfer of funds in compliance with regulations.
- Implements, analyzes and maintains cost effective procurement options. Research procurement options for products and services; monitors purchase orders; and recommends additional procurement methods.
- Reviews, analyzes, examines and monitors financial records of sub-grantees and city departments that have been granted funds from federally or city funded grant programs. Establishes appropriations and financial accounts for funds within the city's accounting and reporting system.
- Reviews contract documents for specification of legal requirements, federal procurement guidelines and state regulations. Reviews contract documents for competitive bidding and procurement of services. Reviews contract documents for contract conditions and specifications including labor, materials, equipment, transportation and all other costs and expenses.
- Compiles a variety of statistics and data related to grant funded projects.
- Prepares and/or maintains monthly, quarterly, and/or annual reports to federal, state and local funding agencies as required.
- Coordinates meetings on a regular basis with all department directors or project managers to gather, organize and summarize a variety of data and information.
- Coordinates with project directors in various municipal departments to ensure all programmatic and financial requirements are met, all required data is tracked and documented, and required reports are completed and submitted in a timely manner per funding agency's requirements.
- Assists program administrators with ensuring full utilization of grant funds.
- Assists program administrators with initiating budget developments and revisions to ensure efficiency and effectiveness of grant services.
- Has responsibility for the development, control, and maintenance of special grants and special grant funding.
- Monitor project effectiveness and efficiency, make recommendations for improvements as necessary to enhance services, achieve goals and ensure compliance.
- Works closely with project directors and staff in preparing reimbursement reports for all City grants. Assists in processing and tracking of grant reimbursements requests and grant close out processes as needed.
- Supports City Development Director with the research and proposal development of City grant applications.
- Attends meetings, responds to information requests and resolves issues related to grant activities.
- Serves as liaison between the City and funding agencies and service providers; provides assistance in resolving issues and conflicts with agencies and providers to facilitate positive relations and continued funding opportunities.
- Assists various departments during agency audits pertaining to grants.
- Coordinates, monitors and conducts reviews and verifies compliance with grant activities, contracts, and funded projects.

City of Socorro Job Description

- Coordinates and monitors the administration of grant programs to include policy, contract, and program development, data collection and analysis; reviews grant financial requirements and accounting information to monitor and maintain fiscal compliance requirements.
- Researches and recommends policies and procedures relating to applicable regulations, programs, grant application and administration to ensure compliance.
- Conduct routine self-audits by examining, verifying and reviewing grant records to ensure compliance.
- Performs a wide variety of specialized office administrative support and staff support assignments, may supervise and evaluate assigned staff.
- Attend meetings, trainings, workshops and conferences as appropriate to enhance job knowledge and skills.
- Maintain confidentiality of highly sensitive information related to individual clients, new projects, policies and procedures and other as directed.
- Answer phones, compose and type correspondence, and perform other clerical duties as assigned. Greet and assist the public and staff as required. Answer questions and provide information regarding grant, if assigned.
- Perform duties of coworkers if necessary to ensure continuity of operations.
- Attendance is an essential function of the job.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Required Skills:

- Strong organization and time management skills.
- General knowledge and understanding of a grant lifecycle.
- Ability to plan, write, prepare, complete, submit and administer applications and reports for federal, state and local funding.
- Ability to organize workflow, manage multiple tasks and handle frequent interruptions and changes.
- Ability to interpret and administer policies and procedures of the City of Socorro.
- Ability to interpret guidelines, policies, procedures, and regulations to evaluate fiscal data for reasonableness, necessity, and conformity with grant requirements; and to train others.
- Ability to identify problems and review related information to develop and evaluate options and implement solutions.
- Ability to work both independently and as part of a team.
- Ability to maintain program records for various municipal departments.
- Ability to assist with the development, maintenance and tracking of various grants.
- Ability to create and provide periodic reports indicating participation and progress to grant funded agencies.
- Ability to gather, organize and summarize a variety of data and information. Knowledge of principles and practices of complex financial record keeping and reporting.
- Establish and maintain effective working relationships with department directors or supervisors, employees, coworkers, volunteers, interns, customers, agency personnel and the general public.
- Excellent oral and written communication skills.
- Highly organized, detail oriented, data driven and able to prioritize competing demands.
- Able to work under deadlines in fast-paced, independent and collaborative environments.
- Flexible and adaptable to changing circumstances. Work occasional weekends (approximately 3-6 annually or more if required).
- Clear and concise oral and written communication in English and Spanish.

Minimum Qualifications:

- A candidate must possess a Bachelor's degree in Accounting, Business Administration, Public Affairs or a related field preferred.
- A minimum of two (2) years work-related experience in office administration or grant management including fiscal experience.
- Type at least 50 words per minute.
- Possess a valid Texas class "C" Driver's License.

City of Socorro Job Description

Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

Physical Requirements:

- Must be able to lift a minimum of 25 pounds.
- Sits, stands for extended periods of time.

Conditions of Employment:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.



Mayor

11-2-23
Date



City Manager

11-2-23
Date



Human Resources Director

11-2-23
Date

Employee

Date

