



Job Title: <u>Compliance Manager</u>		Job Number:
Job Classification: <u>Management/Supervisory</u>		4318
Reports to: Housing and Economic Development Director	Department: Housing and Economic Development	Pay Grade: 130

**PRIMARY DUTY:** Under general direction of the Housing and Economic Development Director, plans and manages compliance monitoring, planning and reporting activities for federal grants received by the City from the U.S. Department of Housing & Urban Development (HUD) internally and with sub-recipients.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Oversees compliance monitoring; develops monitoring calendar, analyzes results of monitoring activities to determine the applicability of regulations, reviews and approves monitoring letters, advises staff and sub-recipients/contractors on methods to resolve compliance findings or concerns.
- Supervises staff, assigns and prioritizes work for staff, ensures staff is well trained and follows policies and procedures, makes decisions and/or recommendations on hiring, termination and discipline, and conducts performance evaluations.
- Oversees planning and reporting for federal grants received from HUD; reviews action plans, grant applications and final performance reports for quality, accuracy and completeness to comply with federal regulatory requirements; develops calendar and task list for preparation of these plans and reports.
- Analyzes information, evaluates trends and assures Housing Development issues are properly addressed and resolved.
- Administers the Integrated Disbursement and Information System (IDIS) database required by HUD to help manage financial compliance requirements for grant funds.
- Drafts policies and procedures to guide compliance and planning activities, particularly in response to changes in HUD regulations; reads and researches regulations and regulatory changes to determine applicability to local programs, anticipates possible consequences of new regulations that may affect the ability of the City to comply, and makes recommendations to management for policies or procedures to enhance ongoing compliance.
- Responds to inquiries and provides compliance guidance to staff members regarding grant regulatory compliance and HUD planning and reporting requirements; solves problems related to grant planning and reporting; acts as the Department's primary resource for all HUD regulatory compliance issues.
- Develops written documents or spreadsheets as tools to assist in the compliance and monitoring processes, guides lower-level staff, and ensures consistency and continuity of processes.
- Coordinates with external or internal customers regarding compliance problems to resolve audit findings (Internal Audit, sub-recipient agencies), implement solutions and/or make recommendations for solutions to compliance problems.
- Reviews HUD development activities for compliance with all HUD regulations, such as project underwriting analysis, subsidy layering analysis, market study creation and evaluation
- Consults with federal agency representatives regarding regulatory interpretation and applicability of HUD requirements to specific situations.
- Performs other related and assigned duties as required.
- Driving is essential.

## **KNOWLEDGE AND SKILLS:**

### **Knowledge:**

- Federal regulatory requirements for planning and reporting on the use of HUD grant funds.
- Contract administration.
- Non-profit organizations.
- Auditing and monitoring processes and techniques.
- Financial analysis techniques.
- Social services and affordable housing.
- Accounting and financial management.
- Roles of public and private sectors in delivering federally funded services or housing.
- Data analysis, statistics, planning and budgeting.
- Community development and affordable housing.
- Homeless and other social services.
- Federal regulations and other regulations applicable to affordable housing and community development program implementation.

### **Skill in:**

- Planning and organizing the work of staff.
- Interpersonal interactions and communication.
- Project Management
- Writing and editing.
- Research and problem solving.
- Thinking Analytically.
- Explaining complex subject matter in simple terms to multiple audiences.
- Determining the applicability of regulatory requirements to any particular grant administration situation.
- Planning, organizing, and coordinating the work of multiples staff who are not direct reports.
- Building relationships and establish trust.
- Working with team member strengths and weaknesses, and assign tasks accordingly.
- Providing opportunities for growth while ensuring quality of work product.
- Listening to others and encourage staff “ownership” of the work.
- Distinguishing between HUD requirements and City contractual requirements, or administrative policy requirements, and/or state municipal law requirements, in order to determine what standard should apply and offer appropriate recommendations.
- Summarizing complex information.

## **MINIMUM QUALIFICATIONS:**

Bachelor’s Degree in Public Administration, Business or related field is required; AND at least five years’ experience in grant administration and regulatory compliance of HUD programs, with two years supervisory and project management experience. An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify.

## **LICENSE AND CERTIFICATION:**

- Must possess a valid Texas Driver’s License.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

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.

- The physical activities of this position include:
  - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
  - Reaching - Extending hand(s) and arm(s) in any direction.
  - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
  - Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
  - Pulling - Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
  - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
  - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
  - Grasping - Applying pressure to an object with the fingers and palm.
  - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
  - Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
  - Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
  - Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position:
  - Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- The visual acuity requirements including color, depth perception and field vision:
  - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The conditions the worker will be subject to in this position:
  - Work is performed primarily in an office setting or well-lit, temperature-controlled working environment; occasional travel from site to site.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

## Job Description Acknowledgement

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

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Employee's Signature

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Date

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Employee's Printed Name

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Employee Identification Number