

City of Fort Worth, Texas Job Description

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| Classification Title | Compliance and Planning Manager | | |
| Job Code: | MG1171 | Job Family: | Management |
| Pay Grade | 614 | Date Reviewed: | 07/21/15 |
| FLSA Status | Exempt | Date Revised: | 10/01/16 |

GENERAL SUMMARY

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); provides complex administrative support to the Neighborhood Services Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. 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.
3. Acts as the Administrator for the Integrated Disbursement and Information System (IDIS) database which is required by HUD; uses the database to help manage financial compliance requirements for grant funds.
4. Produces the annually submitted action plan to the US Department of Housing and Urban Development.
5. 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, and coordinates timely completion across various divisions in the Neighborhood Services Department.
6. 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.
7. 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 advise Senior Management, and makes recommendations for policies or procedures to enhance ongoing compliance.

8. 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.
9. 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.
10. Consults with federal agency representatives regarding regulatory interpretation and applicability of HUD requirements to specific situations.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of**
 - 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:**
 - Project management.
 - Planning and organizing the work of staff.
 - Interpersonal interactions and communication.
 - Writing and editing.
 - Research and problem solving.
- **Ability to:**
 - Explain complex subject matter in simple terms to multiple audiences.
 - Think analytically.

- Determine the applicability of regulatory requirements to any particular grant administration situation.
- Plan, organize, and coordinate the work of multiple staff who are not direct reports.
- Build relationships and establish trust.
- Recognize strengths and weaknesses of team members and assign tasks accordingly.
- Provide opportunities for growth while ensuring quality of work product.
- Listen to others and encourage staff “ownership” of the work.
- Distinguish between HUD requirements and City contractual requirements, City or Neighborhood Services Department administrative policy requirements, and/or state municipal law requirements, in order to determine what standard should apply and offer appropriate recommendations.
- Summarize complex information.

MINIMUM JOB REQUIREMENTS

Bachelor’s degree in in Business, Public Administration or related field and five years of experience with HUD grant administration and regulatory compliance, including supervisory and project management experience.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.