

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### COMMUNITY SERVICES COMPLIANCE MONITOR

**Department:** Community Services  
**Pay Grade:** 107  
**FLSA Status:** Non-Exempt  
**Job Class:** 6228  
**Risk Code:** 8810

#### JOB SUMMARY

This position reports to the Community Services Assistant Director and collaborates with Community Services Program Managers. Key responsibilities include coordinating with auditors, ensuring program compliance with federal and state contracts, and reviewing grant applications for adherence to requirements such as MBE-WBE and Section 3 reporting. Ideal candidates will bring strong organizational skills and the ability to adapt their experience from various industries to support project tracking and adhere to complex regulations to support contractors and agencies. Excellent customer service skills and the capacity to work independently while supervising support staff are essential.

#### ESSENTIAL JOB FUNCTIONS

- Monitors all Community Services grant programs.
- Coordinates and communicates with internal and external auditors
- Coordinates with the Assistant Director and Program Managers regarding overall program compliance.
- Reviews federal and state contracts to ensure projects are complying.
- Assists and coordinates with development and revisions of various policies, procedures, and regulations associated with federal and state grants.
- Reviews project files for contract compliance, thoroughness, recording and accuracy and provides recommendations to Managers and the Director.
- Maintains project tracking to include: contract expiration, monitoring timelines, single audit requirements for all CS projects.
- Assists Program Managers by providing guidance with contract development, off site monitoring, developing monitoring checklist, assistance with file management, and correspondence.
- Reviews grant applications and supporting documentation to ensure applicants are following application and grant requirements.

- Assists the Managers with user training and technical support to contractors, sub-recipients, non-profit agencies, and Marion County residents regarding federal and state grants, to include but not limited to: reimbursement, single audit requirements and project tracking timelines.
- Proactively reviews Federal and State systems to include but not limited to: IDIS, SHIP Annual Report, and eLLOCS to ensure funds expended are following agreements and the projects are closed.
- Ensures mortgages and liens, subordinations, and satisfaction of mortgages for sub recipients are recorded in compliance with executed grant agreements.
- Develops and maintains CS File Management System and its record retention.
- Develops forms, checklists, procedures and technical assistance guides.
- Drafts letters and correspondence as it relates to monitoring and audits.
- Assists the Project Coordinator with Davis Bacon requirements for federal grants as needed. Attends meetings, seminars, and conferences as directed to take notes or furnish information.
- May be assigned special projects from time to time.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position is responsible for indirectly and regularly supervising the work of a relatively small number of employees (six or less). Includes assigning, directing, evaluating, and reviewing the work of subordinate employees.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree or equivalent; and three (3) years' experience in administrative support, internal auditing, program development and oversight; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Notary Public certification dependent upon area of assignment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.

- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, percentages, and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate and percent and ability to draw bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to explain records and procedures to others as lead worker.
- Ability to participate in development of policies, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods for essential tasks.
- Knowledge of the field of assignment sufficient to perform thoroughly and accurately the responsibility illustrated by the above job duties.
- Knowledge of policies and procedures of the County.
- Knowledge of computers and other office equipment to include Microsoft office, grant software applications or equivalent.
- Skills in organization and task prioritization.
- Skills in the interpretation and application of business English, grammar, spelling, diction, style, and punctuation.
- Ability to work efficiently and accurately in an atmosphere of frequent interruption.
- Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.
- Ability to learn, interpret, and apply local ordinances and resolutions.
- Ability to supervise and train division clerical support staff.
- Ability to work independently and to carry out assignments to completion with minimum instructions, adhere to prescribed routines and practices, maintain records, and make reports requiring accuracy.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

#### **PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 50 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. While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle, or feel; reach with hands and arms; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear.

**WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*