

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Program Compliance Coordinator</u>
Sch & Grade	<u>PAT-8</u>
Class Code	<u>BH86</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Series	<u>Human Services</u>

**PRIMARY PURPOSE:**

Functions as an overseer by monitoring and reporting results of program compliance for the Youth Program as well as other programs. Reports findings and provides guidance to the various groups that may include Youth Council, WIB, and senior management team of Workforce Development on matters relating to compliance.

**SUPERVISION:**

Performs duties with considerable independence within established parameters and with general professional guidance and supervision provided the Director of Workforce Development.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Plans, promotes, and evaluates assigned programs; assists in developing policies and procedures necessary to achieve the objectives of the program.
2. Conducts independent reviews of program participant records and reports to ensure all components are in compliance with state and federal rules and regulations, to assess and monitor accomplishment of program goals and objectives as well as overall performance, and to ensure uniformity of procedures.
3. Organizes all facets of the Youth Council including conducting worksite reviews for youth experience sites
4. Provides technical advisement to program operations staff and ensures compliance with regulatory program requirements.
5. Coordinates the RFP process to secure a Youth Services provider for the region.
6. Researches and writes grant funding applications
7. Prepares correspondence and reports; gathers financial and statistical data; prepares activity reports for submission to program administrators; establishes and maintains records for the implementation and management of programs.
8. Cooperates with federal, state, and local officials as well as private individuals and organizations in the implementation of assigned programs.
9. Works with financial staff to develop budget for grants; monitors budget utilization and spending patterns of programs.
10. Plans and participates in meetings to promote the goals and objectives of assigned programs.
11. Serves as a departmental liaison with contracting and grant agencies to resolve routine compliance problems and to ensure compliance with contract provisions.
12. Travels to off-site locations for program implementation and compliance work.

**IMPORTANT FUNCTIONS:**

1. Attends conferences, seminars, and other training for professional development purposes.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Knowledge of contract and program compliance methods, grant writing, budget preparation and financial recordkeeping; state and federal regulations governing assigned workforce development programs.

**Abilities**

Effectively monitor and evaluate programs for compliance; analyze information and draw effective conclusions; prepare clear and comprehensive reports; possess strong attention to detail; establish and maintain effective working relationships with others; deal effectively and courteously with outside agencies, associates, and the general public; work independently, exercise discretion, and utilize sound judgment on matters of significance; prepare effective written communication including memos, summaries, and reports; prepare and deliver effective presentations; effectively confront and resolve controversial issues and situations; demonstrates effective interpersonal skills as applied to interaction with co-workers, supervisor, customers and the general public; read, understand, interpret and apply a variety of information such as regulations, laws, as well as other policies and guidelines; operate a computer including creating and maintaining documents, databases, and spreadsheets, email, and internet; follow oral and written instructions; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration or a related area plus two years of experience in program implementation and compliance work or a related area.

**Physical Requirements**

Holds and grips objects; lifts, carries, pushes or pulls approximately 30 pounds.

**Working Environment**

Works indoors in a general office environment.

**Licensing/Certification**

If operating a motor vehicle for the purpose of completing job duties, incumbent must possess a valid Missouri Motor Vehicle Operator's License.

**Miscellaneous Requirements**

None required.

<b>Last Revision:</b> February 14, 2012	<b>GENERAL ORDINANCE NO.</b> 5824
<b>Comments:</b> Updated Abilities	<b>Date:</b> June 15, 2009

<p><b>I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.</b></p> <p><b>Signed:</b> _____ <b>Date:</b> _____</p>
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