

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB325 Compliance Monitoring Specialist
POSITION #/TITLE: 2545 Compliance Monitoring Specialist	Adopted: 02-03
	Revised: 11-14

POSITION DESCRIPTION

Dept: Community Development	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 08
Reports To Position #/Job Code #/JC Title: 0144/NB442/Housing & Redevelopment Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Typing test (40 wpm), Excel & Word
Personal Protective Equipment: None	

General Statement of Duties

Develops, maintains, and monitors records, reports, contracts, financial controls and compliance activities during affordability periods for the City's federal and state funded housing and community development programs; provides training and technical assistance to recipients of City financial assistance; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Develops and maintains documentation and records during affordability periods for community development and housing programs;

Monitors fiscal, contractual and regulatory standards and ensures program record management and reporting requirements during affordability period;

Develops accurate and timely reports and accounting information for reporting status of program requirements, including annual reports to HUD;

Conducts monitoring inspections for program compliance;

Disseminates and explains program requirements during affordability period with an emphasis on collaborative problem-solving, and high quality customer service;

Monitors all CDBG and HOME funded projects during affordability period;

Interprets regulations using available resources and uses independent judgment and initiative to coordinate compliance activities, including follow-up as needed;

Assists in the development of program planning documents, including but not limited to the Consolidated Plan 5-year Strategy and the Annual Action Plan;

Monitors financial, program records, and documentation;

Monitors Davis Bacon regulations during project rehabilitation to ensure compliance;

Coordinates and prepares rehabilitation projects with State Historical Society program managers;

Monitors active contractors for compliance with housing requirements and state laws;

Maintains financial and program records and documentation;

Facilitates community and stakeholder engagement in program development and program evaluation;

Attends meetings, conferences, and workshops;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of Community Development Block Grant housing programs, and HOME Investment Partnership housing programs;
Comprehensive knowledge of Federal, State and local laws governing fair housing, civil rights, and tenant-landlord relationships;
Comprehensive knowledge of the local building Code for single-family residential dwellings;
Comprehensive of housing codes and housing quality standards;
Ability to interpret, apply and verify Federal, State and local housing assistance eligibility requirements;
Ability to exercise independent judgment and initiative to prioritize and complete assigned tasks;
Ability to inspect and evaluate properties for program eligibility, historical significance and compliance with housing assistance programs standards;
Ability to communicate effectively and establish and maintain effective working relationships with other City employees, supervisory personnel, program participants, building contractors, subcontractors, applicants for assistance and the public;
Ability to prepare accurate and reliable reports containing program performance and accomplishments, beneficiary income and household eligibility data, program violations, building standards, code violations and corrective actions, findings, conclusions and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Housing Studies, Urban Planning, Finance, Business Administration or a closely related field; and
Considerable experience with interpretation and application of federal regulations and evaluation of data to make compliance determinations; and
Some experience inspecting construction or residential projects for compliance with municipal codes; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment;
Sufficient personal mobility, which permits the employee to ensure housing quality and municipal code standards in a variety of residential dwellings.

