



MAY 2021
FLSA STATUS: EXEMPT

GRANTS FISCAL COMPLIANCE MANAGER

DEFINITION

Under general supervision, performs a variety of professional and technical duties involved in grant evaluation, oversight, administration, and review of procurement to City departments.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

A Grants Fiscal Compliance Manager is a professional level employee and may be assigned as a single contributor or to manage the work of others. Incumbents are typically assigned to specialized divisions. Incumbents may perform all or some of the key responsibilities listed below and/or may be required to have all or some of the specialized knowledge, skills, and abilities.

This is professional level class wherein incumbents provide specialized fiscal compliance support to the City's grant programs. Incumbents support the work of departmental management staff by serving as a resource for grant fiscal compliance related issues. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, regulatory processes, and the exercise of considerable discretion and judgment. The work includes problem solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods. Work is typically reviewed on completion for soundness, appropriateness, and conformity to policy and requirements. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Evaluate and oversee all grant requests of City departments prior to grant acceptance to include determining the amount of matching funds required, if in-kind services are to be provided, length of the grant and consequential disposition of service, and related operating expense reviews; presents completed evaluation to Chief Financial Officer for review and final approval.
- Provide administrative support to the department to include fiscal oversight and guidance, technical assistance, and training to the departments in the proper preparation of grant applications and in the development and implementation of procedures to ensure grant compliance and accountability

systems; reviews funding requests and coordinates the review process, as needed; monitors the implementation of grant-funded projects located throughout the City.

- Administer procedures, in accordance with applicable law, regulation, or policy, for the receipt of grant program funds from various funding sources; creates reports as required; answers inquiries relating to proposed grants, contracts, budgets and program activities.
- Research, monitor, and coordinate fiscal compliance activities; maintains respective compliance requirements; provides current information to the departments to work towards the goal of reducing single audit findings.
- Utilize a community support network by meeting and working alongside representatives of government bodies, local businesses, other groups, or organizations to develop best practices in accordance with applicable law, regulation, or policy; promotes program objectives, develops new programs and solicits participation, efficiently utilizing available expertise.
- Develop, monitor, and maintain grant project tracking systems to ensure timely preparation of grant reimbursement remittances and compliance with grant requirements.
- Prepare annual Schedule of Expenditures of Federal Awards (SEFA) as part of the City Single Audit and submits to Financial Director for review.
- Review program budget, and purchases; monitors expenditures and grant budget accounts; perform grant and general fund reconciliation and projections to include actual revenues and expenditures against grant award amounts; ensure all grant conditions are in fiscal compliance.
- Assist in all audit requirements and conducts grant contract monitoring for the City and sub-grantees.
- Contribute to the overall quality of the Department's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing process improvements.
- Provide assistance as needed in identifying grant funding needs; researches and maintains information on available federal, state, local and private grant funding sources to maximize funding opportunities available to the City; coordinates with federal, state, local, and private agency officials to ensure the City's awareness of possible grant funding sources for new and on-going projects.
- Review recommendations for new funding sources in conjunction with needs assessments and program evaluations, to better achieve department program goals and objectives.
- Present information to, attends, and/or responds to questions at City Council meetings, meetings of advisory boards, or other committees as required.
- Represent the City with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS

Based on the assignment all or some of the following knowledge, skills and abilities may be required:

Knowledge of:

- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, and reconciliation; municipal taxation and revenue management.
- Principles and practices of municipal procurement and contract administration.
- Principles and practices of grant administration.
- Principles and practices of statistical data analysis.
- Principles and practices of project budgeting.
- Principles and practices relating to construction cost accounting.
- Principles and practices of budget preparation and fiscal analysis.
- Principles and practices of public administration and management.

- Principles and practices of program evaluation.
Use of specified computer applications including word processing and involving the design and management of databases or spreadsheet files and the development of special report formats.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Complex record keeping principles and procedures.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Principles, practices, and procedures of project funding, development, management, and implementation.
- Administrative principles and practices as applied to municipal Public Works, drinking water, sewer, storm water, streets improvements, and construction, including planning.
- Contract documents including Notice Inviting Bids, Contract and Special Provisions.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Current and proposed legislative initiatives which impact the City.

Ability to:

- Perform technical accounting and financial analysis.
- Read and explain rules, policies, and procedures.
- Read and interpret Federal and State Government Code.
- Read and interpret technical grant documents.
- Accounting practices, including Governmental Accounting Standards.
- Organize, research, and maintain financial files.
- Make accurate mathematical and statistical calculations.
- Review grant documents for completeness and accuracy.
- Prepare accurate and timely reports.
- Organize own work, set priorities, and meet critical deadlines.
- Use standard office equipment, including a computer, in the course of the work.
- Contribute effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Deal successfully with various individuals, in person and over the telephone.
- Research, assimilate and analyze large quantities of information, recognize substantive issues, and recognize patterns, identify options, project consequences, develop sound recommendations.
- Provide administrative and professional management in municipal project programs, grants, and capital improvements.
- Source and obtain grant funding and other opportunities for the City.

- Analyze data, make recommendations, prepare reports, and make presentations.
- Coordinate complex grant contracts and activities; maintain record keeping.
- Ensure projects completed on schedule, within budget and without claims.
- Coordinate consultant project management, inspection, and survey services; monitor consultant budgets and recommend approval of consultant payments.
- Read and interpret specifications, bid documents and contracts.
- Assist in the development of goals, objectives, policies, procedures, and work standards for the assigned department or division.
- Supervise staff; provide training to ensure work is performed effectively; and evaluate performance in an objective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Initiate, plan, and complete work with a minimum of direction and control.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Operate and maintain modern office equipment, including computer equipment and software programs.
- Work cooperatively with management staff, employees, and others.
- Establish and maintain effective relationships with public groups, organizations, and other governmental agencies.
- Exercise sound judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

Education and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in finance, accounting, or a closely related field; AND five (5) years of professional-level experience in accounting, finance, grants administration or compliance management; OR an equivalent combination of education, training, and experience.

OR could use the below language (combo from grant compliance example and Fin. and Admin. Sr. Dir.)

Equivalent to graduation from an accredited four (4) year college or university with major coursework in finance, accounting, economics, business or public administration, or a related field and five (5) years of professional-level experience in finance, accounting, grants administration or compliance management.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by date of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Employees may periodically inspect project work sites, traversing uneven terrain. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When performing field visits, employees may be exposed to loud noise level, hot and cold temperatures, chemicals, mechanical and electrical hazards, hazardous physical substances and fumes, and animals and insects. Employees may interact with frustrated or irritated individuals in interpreting and enforcing department policies and procedures.