

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

PROGRAM COMPLIANCE MANAGER

GENERAL

This position monitors for compliance with program guidelines the activity of staff responsible for the development, design, and implementation of program, and reporting of goals and outcomes for the City's CDBG, HOME, SHIP, NSP and other community development, housing programs. Grant administration experience, a proven working knowledge of federal CDBG, HOME, SHIP and NSP regulations and housing rehabilitation programs, policy and program development, neighborhood revitalization, economic development, housing project finance skills are strongly desired. This position is critical to the implementation of the City's Federal and State programs. Works is performed under general supervision of the Director of Housing and Urban Improvement.

EXAMPLES OF ESSENTIAL DUTIES

- Coordinates activities with staff in the operation of the various housing, economic development, and community development programs.
- Oversees and participates in the administration of grants projects and development and assures compliance with program guidelines by the City and subrecipients.
- Confers with nonprofit and for profit organizations, financial institutions and residential groups to identify neighborhood revitalization goals and objectives for meeting community needs. Prepares status reports as required.
- Delegates work assignments to assigned staff, reviews, and evaluates work.
- Provides policy input into program operations. Coordinates preparation and development of program policies to be presented to City officials. Prepares project reports and other special reports as required by various programs.
- Ensures, through program monitoring, continual ongoing review and reporting compliance with HUD and other Federal, State and Local regulations.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal and state regulations regarding HUD/CDBG/HOME/SHIP/NSP programs and to become proficient with newly developed programs.
- Knowledge of the planning process and techniques for policy development.
- Knowledge of project management methods and software.

- Ability to supervise and direct the work activities of assigned staff.
- Ability to negotiate with tact with Advisory Committee and interest groups.
- Ability to target issues and focus to solve identified problems and concerns.
- Ability to prepare and present complex reports.
- Strong communication skills necessary. Must have the ability to present ideas and findings clearly and concisely in oral and written form.
- Basic knowledge of Microsoft Word and Excel.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in Business Administration, Planning, Economic Development, Public Administration or related field and five (5) years experience in administering Federal and State housing and community development programs, including two (2) years direct supervision of professional staff, or any equivalent combination of training and experience. Demonstrated housing project, community development and housing rehabilitation experience strongly desired. A valid state of Florida driver's license is required.

PHYSICAL REQUIREMENTS

Work is performed mostly in an office setting. Some outdoor work is required in the inspection of various land use developments and construction sites. While performing the duties the employee is frequently required to talk or hear, sit, use repetitive motions of hands and/or fingers, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch, push, pull, lift, finger, grasp, lift and/or move light objects (up to 10 pounds), and perform other similar actions during the course of the work day.

Rev. 12/2010 MWS

Work Location: Office of Housing and Urban Improvement

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Classification Plan: 50/28

GERS: Regular Class