

MCSC Adopted 7/21/2016
MCSC Revised 9/20/18
(removed promotional quals)

Code 2441
Administrative, Clerical & Fiscal Group
Accounting, Auditing and Collection Series

Compliance Officer - Community Development

Distinguishing Features Of The Class: This is specialized work involving the City of Niagara Falls Community Development Department's United States Department of Housing and Urban Development Community Development Block Grant, HOME, Emergency Solutions Grant Program and Leased Housing Programs. The department may also administer additional local, state and federal programs and initiatives. The Compliance Officer, under general supervision of the Community Development Director or designee, will be responsible for submitting and managing various compliance and financial reporting, in support of the effective development, implementation and operation of the Community Development Department's programs. The Compliance Officer will also be involved in the creation and submission of annual funding applications, including the execution of associated public participation processes.

Typical Work Activities:

Develop, manage, and submit compliance reports to funder organizations
Work with the department's financial staff on general financial compliance and program payments.
Host and update a department-wide calendar of all applicable reports, deadlines and applications.
Coordinate interrelated program functions with Community Development and Leased Housing staff members.
Oversee the department's civil rights requirements, Minority and Women Owned Businesses contract reporting and fair housing reporting.
Assist the Community Development Director in developing data management and internal programmatic procedures.
Maintain point of contact working relationships with various funder and compliance entities.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Thorough knowledge of HUD regulations and reporting cycles; knowledge of web portal-based reporting and grant management software; ability to research, interpret and apply regulations; willingness to work in a deadline-driven environment; ability to work in a team-oriented work place, including group projects; ability to use Microsoft Word, Excel and Powerpoint Programs efficiently; Willingness to be trained on new programs and applicable compliance requirements as new funding opportunities present themselves; physical conditions commensurate with the demands of the position.

Minimum Qualifications:

Graduation from a regionally accredited or New York registered four year college with a degree in accounting, public administration, social sciences or a related field and two (2) years full paid experience in the public/nonprofit sector, preferably with experience in the management of grant funded programs.