

## ENGINEERING CONTRACTS/GRANTS COMPLIANCE OFFICER

### JOB DESCRIPTION

**Classification Responsibilities:** The Engineering Contracts/Grants Compliance Officer performs a variety of difficult to complex administrative work in managing contract and grant compliance and quality control for projects assigned to the Engineering Department. An employee in this class is responsible for: developing and implementing procedures for executing and monitoring Engineering contracts and grants including organization of contract and grant documentation in project files; coordinating periodic audits of contracts and grants with the City Auditor's Office, and conducting regular audits of contracts and grants processes, procedures, and electronic depositories (CIPMesa) to ensure compliance with established protocols; participate in updating and revising Engineering Department contract documents; working with departments to ensure appropriate ongoing monitoring of contracts for compliance with contract deliverables, milestones, and requirements; designing and deploying training for developing and monitoring contracts; providing regular reports to management on contract progress and issues identified through contract monitoring; monitoring engineering contract grant requirements and compliance; and applying for Engineering specific grants.

Position also coordinates with Engineering staff to: monitor contracts; act as the Engineering Department liaison with the City Grants Coordinator; receive, review, and interpret applicable grant language and requirements; and ensure grant requirements are met for associated projects. Reviews Requests for Qualifications and Requests for Bid Proposals for consistency and compliance prior to advertisement; ensures the Title 34 procurement process is followed and monitors the selection process; ensures all Engineering procurement activities are consistent with applicable regulations of funding including federal agencies; resolves procedural, operational, and other work related questions and issues relating to contracts; and coordinates and reviews Intergovernmental Agreements (IGA's) for consistency and accuracy, ensures IGA terms are properly documented in associated contract and financial commitments are met. An employee in this class performs related duties as required.

**Distinguishing Features:** This class reports to an Engineering Department Assistant City Engineer or Deputy Engineer who evaluates work through conferences, meetings, written reports, and results achieved. This classification supervises paraprofessional and/or professional staff. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, or a closely related field. Extensive (5+ years) job-related professional or technical-level administrative experience. Supervisory experience.

**Special Requirement.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualification.** Graduation from an accredited college or university with a Bachelor's Degree or a Master's Degree in Business or Public Administration is desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, firms under contract with the City, and other City employees in explaining and interpreting rules, regulations, practices, and policies of the City and assigned departments. Participates in the preparation of written financial and administrative reports related to area of assignment. Ensures the Engineering Department's executive management are kept fully informed on all matters requiring attention. Prepares complex and difficult reports, correspondence, and internal memos. Instructs and trains Engineering employees on contract monitoring protocols and practices.

**Manual/Physical:** Attends meetings at the direction of the Engineering Department's Assistant City Engineer or Deputy Engineer. Operates a variety of standard office equipment such as a personal computer (PC), copier, calculator, etc.

**Mental:** Supervises, assigns, and evaluates the work of a subordinate staff. Coordinates work activities with other City departments, other cities, or other agencies as required to complete assigned projects. Conducts research, analyzes data, and prepares written reports and recommendations. Reviews work product to ensure compliance with standard operating procedures, Arizona Revised Statutes, insurance policies, City policies, grant requirements, etc. Performs mathematical calculations and financial analyses. Prioritizes own work including research, team and/or committee work, and reports. Resolves procedural, operational, and other work-related organizational problems through identifying, coordinating, and implementing appropriate methods of communication, research and analysis, evaluation, and meetings.

### **Knowledge and Abilities:**

Knowledge of:

the functions, programs, and services provided by the City;  
municipal management, including administrative and operational functions, policies, procedures, organizational structure, interdepartmental relationships, and budgetary practices;  
the principles and practices of contract preparation, negotiation, conflict resolution, and public administration;  
the City of Mesa's budgeting process and procedures, purchasing methods and procedures, financial accounting, auditing; and  
the principles and practices of grant requirements and compliance.

Ability to:

supervise and direct work of subordinate staff;  
make decisions, exercise resourcefulness, and prioritize tasks to meet a variety of demands;

gather pertinent facts, make thorough analyses, arrive at sound conclusions, and effectively present findings both orally and in writing;  
work with City officials, City management, department and division directors, supervisors, as well as groups outside the City in order to develop viable solutions to problems;  
readily adjust to a variety of work assignments and procedural changes;  
establish and maintain effective working relationships with City management, coworkers, other professionals, and the general public; and  
communicate clearly through public speaking, written correspondence, presentations, etc.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 8/19

MJ/aa/kc

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EEO-Prof

RESP-No

JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 53

IND-9410

SWORN-No