

City of Fort Worth, Texas Job Description

Classification Title	Contract Compliance Specialist		
Job Code:	PR1360	Job Family:	Professional
Pay Grade	608	Date Reviewed:	07/07/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Performs a variety of duties in administering and monitoring provider service contracts or city/federally funded grant programs for a department or division. Ensures services provided and funds expended are in compliance with contract or grant fund specifications; and performs a variety of administrative and technical tasks in support of assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Reviews, analyzes, examines and monitors financial records of sub-grantees and city departments that have been granted funds from federally or city funded grant programs. Establishes appropriations and financial accounts for funds within the city's accounting and reporting system.
2. Reviews revenue, expenditures and balances for all grant fund accounts or service contracts; analyzes expenditures to ensure transactions are accurate and appropriate; examines purchase requests; maintains, reviews and monitors financial records and requests for fund payments; and participates in annual close out and transfer of funds in compliance with regulations.
3. Implements, analyzes and maintains cost effective procurement options. Researches procurement options for products and services; monitors purchase orders; and recommends additional procurement methods.
4. Assists in the development of general fund or grant fund budgets; and participates in the development/coordination of grant applications.
5. Monitors assigned grant fund programs and grant applications or service contracts for compliance. Audits programs upon completion; and prepares performance reports of completed program.
6. Monitors contractor/vendor compliance with contract specifications; and works with contractors/vendors to achieve compliance.
7. Conducts site visits to audit sub-grantee or contractor compliance with contract requirements; analyzes operations; presents findings; reports any discrepancies; and makes recommendations for corrective action.

8. Reviews, rejects or approves departmental Mayor & Council Communications. Prepares Mayor & Council Communications packet for scheduled City Council meetings.
9. Coordinates and prepare a variety of city, state and federal financial reports on funds; and ensures all documents are filed in a timely manner.
10. Provides assistance in preparing requests for proposals for city contracted services. Attends pre-bid conferences to answer questions on program requirements; evaluates proposals and makes recommendations; prepares contracts with service providers and vendors; approves contract payments; and monitors contractor performance and compliance with contract specifications.
11. Provides information and assistance to local businesses and the general public on contract or grant fund programs rules and regulations, policies and procedures.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Federal, state or local rules, regulations and guidelines relating to assigned contract or grant fund program area.
 - Principles and practices of finance and accounting.
 - Federal, state or city grant programs available in assigned area.
 - Regulatory requirements for each grant type.
 - Federal grants financial procedures.
 - Basic principles of contractual agreement law.
 - Methods and techniques of monitoring contract compliance.
 - Methods and techniques of analyzing and evaluating contracted services.
 - Fund accounting and auditing procedures.
 - Basic principles of cost allocation.
 - Construction industry, practices and equipment.
 - Basic contract law.
 - City of Fort Worth departmental infrastructure.
 - City's purchasing policies, procedures, rules and regulations.
 - Principles of report preparation.
 - Methods and techniques of conducting research.
 - Office equipment including computers and supporting word processing and spreadsheet applications.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Interpersonal relations.
 - Teamwork.
 - Research and analysis.
 - Organization and time management.

- Computers and applicable software.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Analyze, evaluate and monitor contracts or grant funds to ensure compliance with issuing agency rules and regulations.
 - Audit and assess contractor compliance with contract or grant fund requirements.
 - Analyze, interpret and report on financial, audit or budget documents.
 - Research, collect, analyze and interpret data.
 - Read and comprehend contract and regulatory language.
 - Ensure grant funds are expended in compliance with contract requirements.
 - Prepare written recommendations and reports.
 - Interpret and explain grant program goals and objectives.
 - Operate office equipment including computers and supporting word processing and spreadsheet applications.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree in public administration, business administration, finance or a related field and no prior experience is required.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.