ASHEVILLE, NORTH CAROLINA

Classification Specification

Compliance Specialist
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to create and/or review and evaluate City agreements, partnerships, contracts, and grants to ensure compliance with local, state, and federal laws, rules, regulations, policies, and procedures.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Creates, drafts, and/or reviews and evaluates various agreements, partnerships, contracts, and grants: coordinates with City departments regarding purpose, scope of work, policy and work impacts, and other details; attends and participates in meetings to gather and provide information and answer questions; develops and recommends language for official documents; researches applicable City policies, ordinances, and state statutes, as well as existing agreements from other municipalities; and ensures agreements and are in compliance.

Reviews payment and draw requests accuracy and completeness; ensures adherence to operating procedures and accepted accounting principles; compares invoices and draw requests to scope of work listed in contracts, agreements, and grants; requests additional information, as needed; approves or denies payment and draw requests; and forwards results to appropriate staff.

Audits agreements, partnerships, and grant documents for compliance: reviews documents for all required elements; identifies missing information and errors; corrects errors; logs documents into routing spreadsheet to

track progress through approval steps; routes agreements, partnerships and grant documents for review, approval, and execution; and delivers documents as needed to ensure deadlines are met.

Provides technical consultation, advisory support, and training to City staff regarding agreement and partnership compliance requirements, policies, and procedures, and related issues; meets with City staff to discuss and provide training regarding compliance issues; and interprets, explains, provides information, and answers questions regarding compliance requirements, policies, and procedures for creation and execution of agreements, partnerships, grants, etc.

Develops and recommends standard administrative agreement and partnership procedures, formats, terminology, etc.: consults with City departments regarding legal, financial, budget, risk, procurement, and other issues and concerns; and expedites the processing of agreements, contracts, and related documents as needed.

Collects and processes data and information regarding agreements and partnerships: prepares a variety of related reports, as requested; and maintains and audits related records for quality control purposes.

Performs other duties in support of department operations as assigned: posts items on webpage; prepares documents and memos; attends meetings and represents the department; researches City Council minutes and resolutions; compiles benchmark studies; researches best practices; assists with interviewing staff and monitoring interns, etc.

Communicates with City officials, supervisor, other City employees, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, agreement and partnership documents, invoices, draw requests, executed agreements, memos, presentation and training materials, memorandum of understanding, spreadsheets, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree in Public Affairs or a related field required; supplemented by three years of experience in developing and implementing governmental agreements and contracts; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.