

OFFICIAL NOTICE OF CIVIL SERVICE EXAMINATION
PROMOTIONAL/OPEN COMPETITIVE

The Civil Service Employment Office is now accepting applications for the position of Grants Compliance Administrator in the Community Development Department for the City of Zanesville. This exam is open for consideration to ALL CITY EMPLOYEES and the general public. Preference will be given to City Employees for Promotional Opportunity. See last page for application details.

CLASSIFICATION	:	Grants Compliance Administrator
DEPARTMENT/DIVISION	:	Community Development Department
PAY RANGE	:	Range 9 (\$13.52 – 16.62) mid-range
HOURS PER WEEK	:	40 Regular Hours Must be available to work overtime
TIME PERIOD TO APPLY	:	January 17 through January 27, 2012 9:00 – 11:00 A.M. AND 1:00 – 4:00 P.M.
PLACE TO APPLY	:	CIVIL SERVICE EMPLOYMENT OFFICE MUNICIPAL BUILDING 401 MARKET STREET ZANESVILLE, OHIO 43701 PHONE 455-0606

POSITION QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Associates Degree in Business Administration, Accounting or Environmental Science, with training or experience in environmental issues, financial management, labor compliance and construction management.

Ability to document identify employment eligibility with three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License.

DISTINGUISHING JOB CHARACTERISTICS

Under direction, ensures Community Development Department compliance with grant requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Tracks community development grant budgets from sources such as State Department of Natural Resources, Ohio Department of Development, HUD, EPA, and other grantors. Maintains ledger to ensure that money is accounted for, and that figures balance with Auditor's Office.

Conducts internal audits to ensure compliance with federal, state and local requirements. Identifies requirement discrepancies and initiate corrective action.

Assists in preparing annual department budget request. Compiles financial data, researches spending history, projects anticipated costs, and prepares related reports. Makes necessary budget changes and prepares request for appropriation changes.

Tracks budget expenditures to ensure compliance with approved budgetary constraints. Identifies problems and initiates corrective action. Prepares budget reports. Advises Public Service Director, Community Development Director and other department staff of available monies for expenditures. Reviews purchase orders for grants to ensure funds are available prior to submitting them to Auditor's Office for payment.

Maintains Fair Housing budget. Ensures funds are available for expenditures and informs Budget and Finance Director when funds are available for payroll.

Reviews and analyzes grant applications and agreements to maintain current working knowledge of grant terms, purposes and requirements. Confers with grantors to discuss grant requirements, solicit information and resolve grant-funding problems. Assists in writing ordinances and grants. Maintains grant files. Makes sure that all general grant files are set up properly.

Assists Associate Planners in researching and preparing grant applications. Checks policies to ensure eligibility of project, speculates foreseeable environmental issues, ensures that budget is substantial and advises planners as to proper procedures.

Maintains records and prepares reports as required to communicate financial status of grant funds and document compliance.

Prepares Environmental Reviews for each grant project. Makes field inspections, analyzes the environment, confers with various state agencies to ensure that the city is in compliance, completes noise assessment, and completes Section 106 for OHPO review.

Compiles bound and completed review with proper assessment. Submits proper notices to the newspaper and sends requests for release of funds to the state.

Assists non-profits in their Environmental Review as mandated by HUD, such as Habitat for Humanity and Metropolitan Housing. Assists County and Port Authority with questions pertaining to the regulations on Environmental Reviews. Reviews contract documents to be sure that the proper labor compliance procedures have been followed.

Prepares Bid specs for informal and formal bids. Assists Engineers and Architects with bid specifications as mandated by case. Attends Bid openings, pre-bid walk-through and pre-construction meetings for all formula projects.

Reviews Prevailing wages from State and updates, and ensures contractor compliance. Provides contractors with a copy of signs that must be posted. Conducts on-the-site interviews with employees and checks certified payroll to ensure that proper wages have been made. Checks to ensure that required signs are posted. Confers with contractor, purchasing agent, and engineer on any discrepancies and changes.

Attends Citizen's Advisory Council for Formula meetings. Prepares sign-in sheets, brochures and takes minutes when needed. Advises Council as to eligible projects.

Writes notices and set up Public Hearings. Attends hearings, provides background information on proposed projects and procedures, and takes minutes.

Serves as CLG Coordinator. In conjunction with Associate Planner, works with OHPO in maintaining CLG status. Completes reports, writes grants, attends Preservation meetings and conferences.

Attends meetings and conferences sponsored by grantors to stay informed as to new regulations and procedures. Attends Heritage Hills meetings as City's representative. Serves on Preservation State-wide Committee. Attends Minority Business Resource meetings. Gives lectures on services available through Community Development.

OTHER DUTIES AND RESPONSIBILITIES

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer, printer, typewriter, telephone, fax, copier, calculator, and general office equipment; 35 mm camera.

CONTACTS WITH OTHERS

Public Service Director; Mayor; Auditor's Office; Treasurer's Office; City Council; Convention Bureau; Ohio Housing & Community Partnership Staff; Ohio Department of Development; Ohio Historic Preservation Office; State Auditors; Ohio EPA; Muskingum County Board of Health; ODOT; ODNR; and other State agencies; HUD; news media; contractors; general public.

CONFIDENTIAL DATA

Contractor bids; individual personal income; contractor financial records.

WORKING CONDITIONS

Good office working conditions with occasional exposure to conditions at job site including inclement weather, weeds, moldy basements.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing the duties of this job, employee regularly exhibits digital dexterity when entering data into computer and other tasks. The employee frequently sits for extended periods of time, and occasionally stands and walks. Vision demands include close, relatively detailed vision, with the ability to adjust focus when reading a computer screen.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Ohio Department of Development's Office of Housing and Community Partnership rules and regulations; Ohio Historic Society's Preservation Rules; grants, governmental accounting; city government structure and process; finance; auditing; mathematics and statistics; office practices and procedures.

Ability to: communicate effectively with various types of persons; handle and establish priorities for multiple on-going projects and tasks; develop and maintain effective working relationships with associates; officials and general public; maintain confidentiality of confidential or sensitive subject matter.

Skill in: operation of computer; application of word-processing, data base and spreadsheet software; routine typing; operation of general office equipment; researching and analyzing environmental and financial issues; maintaining financial records; preparing financial reports.

DEADLINE TO APPLY FOR THE GRANTS COMPLIANCE ADMINISTRATOR POSITION IS JANUARY 27, 2012. APPLICATIONS ARE AVAILABLE IN THE CIVIL SERVICE OFFICE AT 401 MARKET STREET, ZANESVILLE, OHIO. MUST BE SUBMITTED WITH DETAILED COVER LETTER AND RESUME BY 4:00 P.M. ON THE 27TH .

EQUAL OPPORTUNITY EMPLOYER

Copies to:

**Mayor
Clerk of Council
Treasurer
Auditor
Budget & Finance Director
All Departments
EEO
General Public
CSC**

General Information:

**Request: 1/4/12
Agenda : 1/17/12
Date of Issue: 1/17/12**