



**Community Development Specialist -
Compliance**

**Class Code:
3452-COMP**

PASCO COUNTY
Established Date: Feb 28, 2019
Revision Date: Feb 28, 2019

SALARY RANGE

\$48,627.00 - \$79,360.00 Annually

SALARY DISCLOSURE/GENERAL DESCRIPTION:

Salary Disclosure:

Starting Salary: \$48,627.00

Pay Grade: P37

Current Pasco County Employees: Please refer to the Personnel Policy & Procedure Manual for starting salary information.

General Description: Responsible to ensure the Community Development Department is operating in compliance with federal, state and local housing and community development programs, including grant requirements, regulatory and County contractual agreements; and BCC and Department policies and procedures.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES: All employees will be required to work before, during, or after an Emergency. During an Emergency employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

ESSENTIAL JOB FUNCTIONS:

Tracks HUD Community Development Block Grant (CDBG), HOME Investment Partnership, Emergency Solutions Grant (ESG), State Housing Investment Partnership (SHIP) and other grant funding expenditures and program income ensuring compliance with state and federal requirements. Records encumbrances and reconciles expenditures to the client level, ensuring budget, set-aside, administrative caps, CDBG timeliness requirements are met. Completes input of related information in tracking spreadsheets and prescribed databases to include HUD IDIS and DRGR. Contributes to completion of required annual reports to include the State Housing Initiative Partnership Annual Report and HUD Consolidated Annual Performance Evaluation Report.

Oversees development and implementation of appropriate compliance policies and policy changes that support the Consolidated Plan, Annual Action Plan, Local Housing Assistance Plan and department programs. Keeps current on any changes in regulations affecting applicable Housing and Community Development programs. Updates Compliance policies, procedures, and forms on shared drives. Ensures systems are in place to monitor site compliance with all regulatory agreements and requirements, including but not limited to HUD Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Solutions Grant (ESG), State Housing Investment Partnership (SHIP), and tax credit projects to also include affordability requirements.

- Researches regulations by reviewing regulatory bulletins and other sources of information
- Oversees monitoring of developers, non-profit housing agencies and provides technical assistance for compliance with federal, state and local regulations.
- Collaborates with internal and external auditors as directed.
- Develops and monitors corrective action plans for noncompliance.
- Proactively audits processes, practices and documents to identify department/program weaknesses.

- Coordinates compliance training for internal and external partners with other department staff members.
- Reconciles grant expenditures to the County's Munis System. Tracks program income received and reserves the appropriate amount available for Program Administration and if directed, Public Services.
- Coordinate with Loan Servicing to ensure loan repayments are compliant to mortgage payback stipulations.
- Perform other duties as assigned.

Qualified candidates should possess excellent writing, computer, and database management skills. The candidate must be highly organized with the ability to work effectively under pressure, use independent judgment, and produce a high quality work product with tight time constraints. The successful candidate must have previous experience with grant programs, demonstrated by a proven track record in housing and community development, a comprehensive ability for research, and previous technical writing expertise.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written and oral communication skills.
- Computer literacy including proficiency of Microsoft Programs.
- Experience in federal or state grant monitoring and reporting requirements.
- Ability to solve complex problems within strict programmatic guidelines.
- Ability to analyze data and trends.
- Exhibits a keen attention to detail.
- Displays professional integrity and ethics.
- Previous knowledge of federal and state community development funding programs (i.e. CDBG, HOME, NSP, ESG, SHIP) is strongly encouraged.

MINIMUM REQUIREMENTS:

PHYSICAL SKILLS: Ability to communicate effectively using verbal, written, and visual communication. Must be computer literate and know how to use MS Office. Must be able to sit for long periods.

EDUCATION, TRAINING, AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Public Administration, Planning, or a related field. Four (4) years of professional urban/regional planning, community development or governmental grant experience in providing service delivery to the public.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS: Must have a driver's license and be able to operate a vehicle.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the American's with Disabilities Act.

DRUG FREE WORKPLACE: Pasco County BOCC is a drug-free workplace in accordance with Federal and Florida law.