

SNOHOMISH COUNTY JOB DESCRIPTION

COMPLIANCE OFFICER, SENIOR

Spec No. 2055

BASIC FUNCTION

To plan, develop, coordinate and administer federal, state and/or local funded housing programs, social service programs and capital projects.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Researches and analyzes demographic and physical data to assess the housing, related public services, and community facilities needs of the county's lower income population and special needs subpopulations.
2. Develops county goals and strategies to allocate , and/or coordinate with, numerous federal, state, county, other public agencies, private non profit agency, and private market funding resources to meet the identified needs.
3. Develops program policies, presentations and documentation formats, operating procedures, and project feasibility and performance standards, for individual housing, community facilities and services funding programs.
4. Develops, and negotiates with legal counsel, both standard and customized legal forms for grant and loan agreements, contracts, leases, mortgages, covenant agreements, subordination agreements and other real estate and general contractual instruments, for all funding programs.
5. Plan, schedule, announce and conduct periodic program funding competitions; technical assistance and counsel to pre applicants; evaluate application proposals; convene and moderate advisory bodies; prepares and interpret recommendations to county council.
6. Implement and manage individual funding awards; coordinate with multiple project funding sources' budgets, contracts, security interests, real estate closings, etc.; prepares and executes documents; clear prerequisite conditions; counsel project sponsor through all project activity stages and compliance requirements.
7. Provides institutional and community consultation required for planning and resource coordination; participate actively in established formal networks of fellow funding and/or regulatory agencies, user groups, and other public interest groups; establish/maintain individual contacts and generate group consultation where not already structured.
8. Performs required environmental assessments and clearances under federal statutes and authorities for all activities assisted under the county's community development block grant, home investment partnership programs, supportive housing program and emergency shelter grant.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

9. Organizes and conducts pre construction and pre bid conferences to provide information to contractors and subcontractors on federal, state and county regulations and requirements for capital projects; reviews opened bids to determine who is the low responsive bidder; coordinates bid award with implementing agencies.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration or related field and three (3) years experience in a combination of grant program planning and administration and contract administration; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Preferred qualifications include knowledge of HUD CDBG, HOME and related federal and state program rules; federal administrative and environmental regulations; real estate instruments and practices; public facility and public/private housing finance and development; and contracting. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- real estate documents and federal, state and private sector procedures, practices and regulations pertaining to housing development financing;
- department of housing and urban development grant programs, regulations and guidelines pertaining to public works contract administration;
- contract administration practices and procedures.

Ability to:

- communicate effectively both orally and in writing;
- establish and maintain effective work relationships with public and private officials, superiors, subordinates, co workers and the general public;
- develop and prepare grant applications planning documents and related reports;
- prepare a variety of correspondence, memoranda and other written materials;
- organize and conduct meetings;
- interpret and enforce procedures, rules and regulations of grant contracts;
- read, interpret and apply relevant federal, state and local laws, rules, regulations and guidelines;
- organize complex reviews and investigations;
- develop a variety of contractual legal documents and attachments.

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SUPERVISION

The work is performed under the direction of the Grants Manager and requires considerable independent judgment by the employee.

WORKING CONDITIONS

Usual office environment with trips throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1981

Revised: July 1986, October 1996, December 1996

EEO Category: 2 - Professionals

Pay Grade: 239 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous