

**PROJECT COMPLIANCE SPECIALIST, COMMUNITY DEVELOPMENT DIVISION
for the
YORK COUNTY PLANNING COMMISSION**

Equal Opportunity Employer

Responsibilities:

The Project Compliance Specialist assists in the implementation of York County community development, housing, and homelessness activities funded through federal and state programs. Examples of activities assisted include construction of municipal public works, programs to connect families with needed assistance, and rental assistance programs for homeless families. The Community Development Department Chief is the direct supervisor. Coordination with staff in the Program Management and Compliance Department and the Housing Department in the completion of tasks is expected in the performance of job duties. Job duties may include some or all of the following, as needed:

Project Administration

- collects and confirms activity information and provides to Programs Management and Compliance for set-up of activities in the HUD and County reporting and fiscal systems
- prepares and processes grant contracts with sub-recipient municipalities and non-profits; prepares and processes amendments and renewals
- confirms activity eligibility through completion of income surveys, Census data, and HUD income charts; prepares slums and blight studies
- coordinates, prepares, advertises, and uploads into the HUD system the environmental review records for all community development and housing activities
- prepares and maintains activity tracking charts, completed activity data base, and work plan
- performs other duties as assigned

Construction Project Administration

- attends municipal meetings for public improvement projects
- reviews all construction bidding documents for regulatory, procurement, and labor compliance, including obtaining Davis-Bacon wage rates
- distributes bid documents and confirms federal forms at bid openings
- attends preconstruction conferences, and monitors contractors on-site; and reviews and corrects contractor payroll submission for labor law compliance
- maintains minority and women-owned business lists, as well as, Section 3 business lists
- distributes and collects Section 3 reporting forms
- collects information on contractors, contracts, and labor compliance enforcement and prepares and submits reports to HUD

Project Monitoring and Compliance

- instructs subrecipients in program requirements
- conducts monitoring of not-for-profit organization service activities on-site and file monitoring
- distributes, collects, and collates quarterly report forms, annual beneficiaries reports, and close-out reports, and submits data to Programs Management and Compliance
- provides acquisition oversight for sub-recipients and HOME construction projects
- prepares an annual "York County Community Improvements" report

- prepares and maintains activity tracking charts, completed activity data base, and work plan
- performs other duties as assigned.

Qualifications

Job skills

- Proficiency with Microsoft Office software programs including Outlook, Word, and Excel; Acrobat documents and forms; and Alpha 5 database
- Familiarity with office equipment such as PC's, printers, copiers, etc.
- Familiarity with electronic and paper filing systems
- Ability to operate a vehicle and visit activity sites
- Ability to access, read, and comprehend federal and state program requirements
- Ability to participate in remote and in-person training and utilize knowledge

Abilities

- Strong multi-tasking and time management skills
- High-level of accuracy and speed in preparing documents and spreadsheets
- Strong grammatical and proofing skills; basic math skills
- Ability to work independently in a rapidly changing environment
- Excellent communication skills
- Ability to understand, speak, and write Spanish considered a plus

Experience

- Bachelor degree in planning, public administration, engineering, or related field; or equivalent in work experience.
- Work experience in U. S. Department of Housing and Urban Development CDBG, ESG, CoC and/or HOME programs preferred. Experience in Federal labor compliance reporting and monitoring preferred.
- Work experience in public administration, grants administration, housing, or social services beneficial.

Interested candidates should present a letter of interest and resume by 4:00 pm on December 3, 2021 to:

**Joiann Galiano
Chief, Community Development Division
York County Planning Commission
28 East Market Street
York, PA 17401**

jgaliano@ycpc.org