

Grants Compliance Officer
NYC Department of Transportation
Civil Service Title: Executive Agency Counsel
Level: M3
Title Code No: 95005
Salary: \$67,060.00/\$72,319.00-\$178,873.00
Frequency: ANNUAL
Title Classification: Non-Competitive
Work Location: 55 Water St NY, NY
Division/Work Unit: Legal Affairs
Number of Positions: 1
Job ID: 357171

Under general supervision of the General Counsel and the Deputy General Counsel, with wide latitude for independent judgment, the ideal candidate must have experience in understanding and interpreting highly specialized and complex federal grant requirements, including FHWA, FTA, FEMA, and HUD grant eligibility, and state, and city policies, rules and regulations; and ensure compliance with them in order to facilitate transportation project planning, design and construction implementation.

We are looking for a self-starter who can handle multiple priorities in a fast-paced environment with moderate supervision under tight deadlines. The candidate will have strong analytic and quantitative skills, communication skills, including writing and the ability to accomplish goals by working with various areas within DOT such as budget, grants, fiscal, contracts and program management, and agencies outside DOT such as DDC. The candidate should have a background in policy as well as experience in a City agency managing federal or state grants, and implementing grant compliance programs for the life of the grant.

Duties include but are not limited to the following: interpreting grant requirements; providing guidance on a continuous basis to ensure compliance and consistency with federal and state regulations, and city policies, rules and regulations; developing and performing an effective process of compliance reviews and evaluations to assess levels of compliance and estimated risks; creating and implementing compliance monitoring systems such as protocols and standard operating procedures; confirming compliance with eligibility requirements for federal and state grants; assisting in the preparation and review of contract specifications to adhere to federal regulatory and policy guidelines; planning and implementing in-service training programs and developing manuals based on federal and state grant programs; conducting special complex studies and prepares appropriate reports; monitoring grant budgets, and tracking project budget and expenditures; monitoring grant progress; attending hearings and meetings as the technical advisor on quality assurance matters related to federal and state grant programs; preparing reports for senior agency staff; reviewing project plans and ensuring compliance with agency, state and federal regulations, guidance, and policies; ability to work calmly and proficiently under pressure and to adhere to strict deadlines; and special projects may be assigned as needed.

Minimum Qualification Requirements

Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

Preferred Skills

Candidates with a financial background and/or at least 5 years direct experience with FHWA, FTA, FEMA, and HUD regulations, guidance and policies and implementing compliance programs in a New York City or other

major municipality environment strongly preferred. Ability to work with large amounts of data in a fast paced, deadline driven environment sought. Demonstrated exceptional organizational, written and oral communications, problem solving, and analytic skills appreciated. Good analytical, quantitative, computer (Excel), research, and communication skills needed.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

All resumes are to be submitted electronically.

Current City Employees: Please log into Employee Self Service (ESS) at <https://hrb.nycaps.nycnet>, follow the Careers link and search for Job ID number 357171.

All other applicants: Please go to www.nyc.gov/careers/search and search for Job ID Number 357171.

If you do not have access to a personal computer: Please visit your local public library. Most public libraries have computers available for use. No phone calls, faxes or personal inquiries permitted. Only those applicants under consideration will be contacted.

For more information about DOT, visit us at: www.nyc.gov/dot.

The City of New York is an Equal Opportunity Employer