

# **Delta Regional Authority**

## **Monitoring & Compliance Specialist**

The Monitoring & Compliance Specialist shall assist the Chief Monitoring & Compliance Officer by maintaining a robust monitoring, evaluation and compliance program with well-defined milestones, targets, and results for Delta Regional Authority investments.

### **Introduction**

The Delta Regional Authority is a federal-state partnership created by Congress in 2000 to help create jobs, build communities, and improve lives through strategic investments in economic development in 252 counties and parishes across eight states. To achieve the goals outlined by Congress, DRA partners with Federal agencies, state and local governments, non-profits, and the business community to create economic opportunities and support economic development projects in the Delta region.

### **Supervisory Controls**

The position reports directly to the Chief Monitoring & Compliance Officer. The coordinator will use initiative and judgment in carrying out assignments, guided by knowledge of DRA policy and mission. Complex issues are discussed with the supervisor and DRA's senior leadership for guidance in major policy and protocol decisions.

The specialist will not hold any supervisory roles.

### **Duties and Responsibilities**

The specialist shall assist the Chief Monitoring & Compliance Officer with maintaining the performance monitoring framework, outcomes, outputs, inputs, processes, indicators, data needs, sources, and reporting formats and frequency, for effective monitoring, reporting and updating progress of the DRA's investments;

- In conjunction with program managers and other staff, perform pre-audits of all projects selected for site visits. This shall include, but not be limited to copying quarterly reports, securing pre-disseminated materials from awardee's and Local Development Districts (LDDs) notating outcomes and deliverables, reviewing file financial documents and other communications;
- Coordinate closely with Local Development Districts (LDDs), awardees, and other partner institutions for data planning, identification of data sources, and collection of data for monitoring and compliance purposes;

- In coordination with the administrative assistant and finance personnel, prepare progress and expense reports to management on related project monitoring costs, per diems and other expenses associated with the Division of Monitoring & Compliance;
- Assist in Coordinating travel and logistics for all monitoring and compliance visits;
- Enter, track, and maintain pertinent data and outcomes for all site visits;
- Communicate regularly with awardees and local development districts;
- Follow-up progress on various proposals, meetings, reports, site visit determinations, etc. with all principles;
- Identify key issues and maintain best practices in execution of monitoring and compliance duties
- Organizing and conducting mid-term and post-project evaluations;
- The specialist shall be required to thoroughly understand the working of the division and may be called upon to conduct site visits as needed; and
- Other duties as assigned.

## **Experience and Qualifications**

- A minimum of an Associate's Degree in Business Administration, Office Management, or the Social Sciences such as Economics, Statistics, Urban and Regional Development, Project Management, Business/Public Administration, or relevant fields. A Bachelor's degree is preferred.
- At least 3 years of experience in, office management, program/project monitoring & evaluation, or experience in urban or economic development, in either the public or private sector.
- Demonstrated experience in project planning, monitoring and evaluation in a non-profit or government setting is highly desirable.
- The specialist must have excellent analytical and interpersonal skills along with strong organizational ability; must be able to obtain, analyze and evaluate a variety of information; organize, interpret and present it in meaningful oral or written form.
- Excellent interpersonal and team working skills and a high degree of computer literacy are preferred.

## **Submission Requirements**

Interested candidates are asked to submit a copy of their qualifications and experience including the following elements:

- A cover letter of introduction
- A statement of qualifications (maximum 2 pages) or resume of experience

## **Non-discrimination Clause**

The DRA is an equal opportunity employer and contractor. Employment and contract decisions are based on merit and Agency needs. Employment and contract decisions are not based on race, color, national origin, ancestry, sexual orientation, sex (including pregnancy and gender identity), age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other prohibited basis. This policy affirms the DRA's commitment to the principles of fair employment and the elimination of all vestiges of discriminatory practices that might exist.