

Delta Regional Authority

Project Monitoring & Compliance Specialist

The Delta Regional Authority is a federal-state partnership that is congressionally mandated to help create jobs, build communities, and improve lives in the Delta region, which includes 252 counties and parishes in Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee. The Authority invests in projects that directly support community and economic development efforts for the Delta region through investments in basic public infrastructure, transportation, workforce development, small business and entrepreneurial development, health, and community leadership. Working alongside 44 Local Development Districts as front-line project managers and local and state leadership, these investments by the DRA support job creation and community development.

JOB TITLE: Monitoring & Compliance Specialist

SUPERVISORY CONTROL: Chief Monitoring & Compliance Officer

SECONDARY CONTROL: SEDAP Manager

DURATION: Continuous based upon performance review

POSITION LOCATION: Clarksdale, MS

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

DUTIES AND RESPONSIBILITIES

The Project Monitoring & Compliance Specialist shall assist the Chief Monitoring & Compliance Officer and SEDAP Manager 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 Authority'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 incumbent shall be required to thoroughly understand the working of the division and may be called upon to conduct site visits as needed
- Other duties as assigned.

QUALIFICATIONS:

EDUCATION: A minimum of a Bachelor's Degree in Business Administration, Office Management, or any the Social Sciences such as Economics, Statistics, Urban and Regional Development, Project Management, Business/Public Administration, or relevant fields.

EXPERIENCE: The applicant must possess at least 3 years of experience in office management, program/project monitoring & evaluation, non-profit or experience in the public or private sector, preferably related to urban or economic development and must be able to communicate effectively both written and verbally. Demonstrated experience in project planning, monitoring and evaluation in a non-profit or government setting is highly desirable.

Experience working, living, or studying in the DRA footprint.

OTHER REQUIREMENTS:

- The applicant 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.

PHYSICAL REQUIREMENTS:

Reasonable accommodations will be made to enable individuals with disabilities to perform the following essential functions.

- Audio-visual discrimination and perception sufficient to: (a) make accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others
- A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations.
- A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment; (c) ability and license to operate a vehicle for both short and long-distance trips.

COMPENSATION: Salary is based upon salary history, education, and experience.

HOW TO APPLY: Submit a cover letter and resume with references to jobs@dra.gov with the subject line: Monitoring & Compliance Specialist