



## **Delta Regional Authority**

### **Job Description | Monitoring and Compliance Coordinator – Northern Region**

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The Delta Regional Authority (“DRA” or “the Authority”) is an independent federal agency created by Congress in the “Delta Regional Authority Act of 2000” that serves 252 counties and parishes in an eight-state region: Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee. DRA was established in 2000 as a formal framework for joint Federal-State collaboration to promote and encourage the economic development of the lower Mississippi River region and Alabama Black Belt. DRA invests in projects supporting transportation infrastructure, basic public infrastructure, workforce training, and business development. DRA’s mission is to help create jobs, build communities, and improve the lives of those who reside in the 252 counties and parishes of the eight-state region.

Delta Regional Authority, an Equal Opportunity Employer, is committed to providing equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

**SUPERVISORY CONTROL:** Chief Administrative Officer

**SUPERVISION EXERCISED:** No

**FLSA STATUS:** Nonexempt

**POSITION LOCATION: Remote** – Incumbent must reside in the Northern Area States (Arkansas, Illinois, Kentucky, and Missouri) of the Delta Region. The incumbent must be willing to relocate to one of the Northern Region States if they don’t reside in the Northern Area States.

**POSITION SUMMARY:** The Monitoring and Compliance Coordinator will work to standardize monitoring and testing across DRA’s northern area states: Arkansas, Illinois, Kentucky, and Missouri, to improve organizational efficiencies, enable equity sustainability, and increase agility across DRA’s enterprise. The Monitoring & Compliance Coordinator – Northern Region shall maintain robust monitoring, evaluation, and compliance program with well-defined milestones, targets, and results for Delta Regional Authority investments. The Monitoring and Compliance Coordinator shall be responsible for evaluating DRA grant recipients’ performance in administering DRA grants; ensuring that programs are implemented promptly in compliance with all applicable requirements, including program policies; identifying technical assistance needs, and providing support in increasing program management capacity; developing and recommending corrective actions to address recipient non-compliance with statutory and regulatory requirements.

**ESSENTIAL JOB FUNCTIONS**

- Engage in all associated aspects of grant evaluation activities, including planning, policy and program guidance, risk assessment, on-site and remote monitoring, periodic report reviews, audit tracking and finding clearance, technical assistance and training, and initiation of enforcement actions;
- Identify project disparities or deficiencies and recommend alternatives for resolving or correcting the issue(s);
- Implement national policies, standards, procedures, and guidelines for monitoring and evaluating all applicable programs;
- Be responsible for ensuring compliance of program grant recipients to DRA requirements through on-site monitoring;
- Work with DRA's Director of Finance to coordinate fiscal, audit tracking
- Coordinate with Local Development Districts within the Northern Area States (AR, IL, KY, and MO) to provide training and technical assistance for stakeholder compliance;
- Be responsible for maintaining relevant database systems and data integrity, developing resolutions to complex problems, identifying and tracking trends, and providing recommendations for resource allocations as well as programs, solutions, and processes to be reviewed for effectiveness;
- In conjunction with program managers and other staff, perform pre-audits of all projects selected for site visits which shall include, but not be limited to, copying quarterly reports, securing pre-disseminated materials from awardees 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 within the Southern Area States (AR, IL, KY, and MO) for data planning, identification of data sources, and collection of data for monitoring and compliance purposes;
- Identify critical issues and maintain best practices in the execution of monitoring and compliance duties;
- And any other duties as assigned by the Chief Administrative Officer.

## QUALIFICATIONS

### Education and Experience

A minimum of a bachelor's degree in Economics, Statistics, Urban and Regional Development, Project Management, Business/Public Administration, or relevant fields is **required**,

**OR**

Two years of graduate-level education leading to a master's degree or master's degree or equivalent graduate degree,

**AND**

A minimum of three years of experience in program/project monitoring & evaluation experience in the public or private sector, preferably related to urban or economic development, is **required**. Demonstrated experience in project planning, monitoring, and evaluation in a government setting is highly desirable. Experience working, living, or studying in the DRA footprint.

### OTHER EXPERIENCE:

- Demonstrated strong interpersonal, written, and oral communication skills
- Proven strengths in organizational and analytical abilities, attention to detail, and problem-solving skills
- Strong proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint); ability to learn and utilize relevant software packages

### **HOW TO APPLY**

**REQUIRED:** Please send both a cover letter and resume to [humanresources@dra.gov](mailto:humanresources@dra.gov) with the subject line: Monitoring and Compliance Coordinator – Northern Region.

**THE DEADLINE TO APPLY** is March 31, 2023, by 5:00 pm.