



## Job Description

**Job Title: Grant Compliance Specialist**

**JTC: DAF**

**Salary Range: N04**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible in conducting independent, continuous monitoring of federal and state grant financial and operational activities to ensure compliance with applicable OMB Circulars, grant provisions, District policies, and laws/regulations.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

General understanding of external Federal Guidelines and procedures regarding grants and contracts. Ability to understand when additional direction/expertise is needed on matters of complexity.

Able to make decisions on a daily basis, within pre-determined guidelines and parameters. Able to ensure compliance in all other areas related to grant and contract management, including sponsoring organization guidelines, internal protocols, accurate protocol information within grant documents, conflicts of interest, etc. Ability to utilize computer technology to access data, generate reports, prepare spreadsheets/reports, and inter-office communications.

Serve as liaison between research units, departments and funding agencies for grants of moderate complexity. Oral and written communication skills in presentation of results and recommendations for improvement, and to support interaction with individuals from diverse backgrounds.

Able to coordinate related details for all assigned grant submissions to ensure timeliness and accuracy. Ability to maintain ongoing updates and communications related to current grants and contracts, this includes regular auditing and reporting to principal investigators and research management.

The ability to provide quality customer service. Demonstrate an ability to be organized, an excellent multi-tasker, and self-motivated with strong interpersonal skills.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

### MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree plus one (1) year of experience \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Receive assignments from the Internal Auditor II and/or the Executive District Director, Internal Audit. Examines the activities and records of the District and College grants to determine whether proper District policies and procedures are being followed.

Performs ongoing reviews of grant transactions and/or procedures to verify accuracy and completeness of records, and compliance with District policies, program guidelines and State/Federal regulations. Maintains an up-to-date and complete inventory of grant funded assets.

Ensures that required reports are being submitted to the appropriate funding agencies on a timely basis as required by the grants. Performs research of OMB Circular for latest pronouncements applicable to grants awarded to the District and Colleges.

Maintains a complete and up-to-date catalog of active grants, including location, amount, duration, performance measures as applicable, and synopsis of grant requirements.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*