

**OHIO DEPARTMENT OF DEVELOPMENT  
EMPLOYMENT OPPORTUNITY**

**Job Title: Division Compliance Manager**

**Position Number: 20011380**

**Starting Salary:** \$70,000-75,000 yr.

**Division/Office:** Community Services/Energy & Environment

**Location:** 77 South High Street, 25th Floor

**Job Classification:** Administrative Staff

**Job Status:** Unclassified Exempt

**Work Hours:** 8:00 am to 5:00 pm, M-F

**POSTING DATE: APRIL 20, 2022**

**DEADLINE FOR APPLYING: MAY 11, 2022**

**Job Duties:**

Acts as manager of Office of Division Support (i.e., ODS) Compliance Section: supervises & coordinates workload for designated staff (e.g., oversees assignments, evaluates employee performance, develops program goals & objectives); makes recommendations & trains office staff regarding completion of job duties & functions of Compliance Section; assures section staff are acting as liaisons with grantees to provide timely & accurate responses to customer needs.

Attends meetings, conferences & seminars; serves on committees as assigned; interacts with CSD award recipients & their affiliates regarding federal program management rules & regulations; conducts on-site training & technical assistance which requires occasional overnight stays; compiles, edits & reviews written reports regarding overarching federal rules & regulations (e.g., acquisition/relocation, civil rights, contract management, environmental, labor standards, procurement); provides technical assistance involving interpretation & implementation of state, federal & programmatic regulation & policies & procedures; oversees data collection & reporting systems, including monitoring visits; participates in development of Ohio Consolidated Plan & other state & federal planning & reporting documents.

Coordinates with other section managers & staff to ensure effective communications regarding programmatic & administrative development; oversees training, technical assistance; coordinates with managers & other staff regarding compliance areas & training needs.

Monitors changes in federal legislation; develops new policies & modifies current programs to address goals of State of Ohio; promotes Ohio Department of Development (i.e., Development) & Community Services Division programs by attending meetings & making presentations; serves as a liaison to divisions within ODSA, local government officials & external partners; prepares & submits reports on findings; performs other related duties as assigned.

**Qualifications:**

1. Previous experience in Crosscutting requirements, Environmental Reviews, & Fair Labor Standards.
2. Previous experience in other private, state or federally funded grant programs
3. Previous supervisory experience required.
4. Excellent written & verbal communication skills.
5. PC proficiency in using word processing, spreadsheet software & other technology platforms.
6. Must possess valid driver's license & be able to travel to various sites around Ohio & occasionally Outside of Ohio.

**The final candidate selected for this position will be required to undergo a criminal background check & drug screen. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.**

**TO APPLY, VISIT THE STATE OF OHIO WEBSITE AT: <http://careers.ohio.gov> or  
<http://ohiomeansjobs.com>**

Ohio Department of Development, Human Resources Office  
77 South High Street, 27th Floor, Columbus, Ohio 43215  
[hr@development.ohio.gov](mailto:hr@development.ohio.gov)

**The State of Ohio is an Equal Opportunity Employer**