

POSITION DESCRIPTION

Position Title: Recovery Officer for Public Safety

Employer: City of Philadelphia, Office of the Deputy Mayor for Public Safety

Background

Philadelphia has received approximately \$13.5 million from the American Recovery and Reinvestment Act (ARRA), Byrne Justice Assistance Grant. Specifically these funds are part of the Local Byrne Memorial Justice Assistance Grant. A number of different sub-recipients have been awarded funds from this grant. This includes both City of Philadelphia agencies as well as non-profit organizations.

Responsibilities Summary

Under the direction of the Deputy Mayor of Public Safety, the position will work with the Philadelphia Police Department grant manager to establish agencies' reporting capacity to include program and fiscal reports. This position is responsible for ensuring that requirements of the Byrne Local Recovery Act funds are met, including reporting and fiscal accountability. In addition, the position will work with sub-recipients to ensure records are developed and maintained for audits and provide assistance to make sure expenditures are made in accordance with the grant requirements. The position will also work closely with the City's Recovery Office on a continuing basis to ensure that all reporting and tracking requirements of ARRA are met.

Duties and Responsibilities

Provide support to sub-recipients ARRA Byrne JAG funding.

- Work with sub-recipient Project Managers to establish project schedules, cost control procedures develop reporting mechanisms;
- Provide support to sub-recipient Project Managers in obtaining procurements, contracts, and personnel funded by ARRA Byrne grants;
- Assist sub-recipient Project Managers in identifying and resolving risks associated with implementing funded programs;
- Escalate issues to resolve project obstacles.

Develop and implement procedures and processes for monitoring the progress of ARRA Byrne funded projects.

- Identify and develop procedures to collect and report on project status and results to the federal authorities in accordance with directives from the City's Recovery Office;
- Provide timely reports to the Deputy Mayor of Public Safety and the City's Recovery Officer on project status;

- Establish Cost controls to monitor spending and maintain accurate financial data working closely with the Finance Office Grants Administrator;
- Track project milestone completion;
- Certify accuracy and submit required reports to the Department of Justice that are required in addition to the ARRA reporting.

Fulfill the ARRA Byrne funding reporting requirements.

- Identify and use existing internal reporting systems created by the Recovery Office.
- Develop and implement procedures for collecting information, creating reports, and submitting reports to the Department of Justice.

Knowledge and Skills

- Extensive experience working federal regulations and guidelines, preference is given to experience with Bureau of Justice Assistance grants;
- Demonstrated experience in establish project status reporting and monitoring systems;
- Ability to develop data collection mechanisms;
- Knowledge of regulatory and auditing requirements;
- Experience in navigating local procurement procedures.

Qualifications

- Bachelor's degree and minimum 4 years experience required in project or grant administration that required monitoring requirements and ensuring compliance by staff and/or contract agencies, grant writing program development, performance management, budget development, and fiscal tracking. Master's degree in business administration, government/public administration, criminal justice, or similar degree preferred. Those with equivalent educational experience gained through significant career experience will be considered.
- Strong attention to detail, and fiscal and budgeting proficiency
- Excellent communication skills, both written and verbal; well-developed organizational skills; and ability to organize and work with internal and external stakeholders including a variety of criminal justice and law enforcement professionals.
- Basic word processing, data management skills and familiarity with computerized information systems and related electronic data processing skills. Familiarity with the Internet.
- Ability to work independently with minimal supervision.

Expected Job Creation: 1