

ASSISTANT DIRECTOR FOR PROGRAM COMPLIANCE: The Assistant Director for Compliance plays a pivotal role in ensuring the adherence of various grantees to policies and procedures in accordance with Education Department Guidance, Administrative Regulations, and the Illinois Grant Accountability and Transparency Act. This position requires a dynamic individual to provide support, guidance, and oversight in collaboration with programmatic, compliance, and finance teams.

1. Performance- Regular Assignments:

- a. Provide support and guidance to various grantees in the interpretation and administration of policies and procedures consistent with Education Department Guidance and Administrative Regulations and Illinois Grant Accountability and Transparency Act in partnership with programmatic, compliance, and finance staff.
- b. Work directly with program staff to monitor and assess program effectiveness, procedures, policies, and compliance, as it relates to all relevant grants within the division.
- c. Review and approve budgets and budget modifications submitted by grantees.
- d. Review, approve, and manage quarterly reports submitted by grantees.
- e. Facilitate the grant process from start to finish, managing all required documents (e.g. notices of funding opportunity, programmatic risk assessment, reporting) and timely processing, in coordination with processes of financial compliance staff.
- f. Utilize the grant management system fully by reviewing and approving grant-related documents such as budgets, budget modifications, and regular reports.
- g. Develop, implement, and maintain written policies and procedures for various programs and initiatives.
- h. Complete and fulfill federal and state audit compliance requests, in consultation with program staff.
- i. Participate in the development and dissemination of grant program manuals.
- j. Organize and maintain the division's paper and electronic records as required by federal and state laws.
- k. Attend relevant conferences and trainings specific to the duties of grant administration and compliance.
Provide technical assistance, training, and professional development to grantees on grant-related processes.
- l. Perform other duties as assigned by the Director for Career and Technical Education and the Deputy Director for Workforce Education.

2. Liaison:

- a. Amplifund Support Team
- b. ICCB Grantees
- c. Financial compliance staff

Minimum Qualifications

1. Bachelor's degree in business administration, public administration, or finance

Additional Desirable Qualifications

1. Master's Degree
2. Two years of responsible managerial or administrative work experience
3. Experience with instructional programs, instructional support services, and / or program evaluations at community colleges or other postsecondary institutions.
4. Experience with grant management.
5. Experience with, or adequate knowledge of, the Illinois Community College System.