City of Moore, Oklahoma

Vacancy Announcement
Position Open March 4, 2015 – March 27, 2015 by 5pm
Compliance Specialist

An application must be completed and a Jobfit assessment done. To complete a JobFit assessment go to: www.jobfit.com/cowib and create an account – go to Job Seeker new info. Your reporting code for this position is comcdp. You will enter this code in the other information section of the registration form.

The City of Moore is seeking to fill the position of Compliance Specialist. Under supervision, the selected applicant will prepare all HUD related environmental review records and ensure compliance with all city and HUD standards related to monitoring. This position is supporting long term disaster recovery for the City of Moore.

Salary: Pay $40,985.37/year. A probationary period of six months will apply.

Education: Equivalent to a Bachelor’s degree in environmental science, geography, urban affairs, public administration, or related field; Master Degree in related field desired.

Description of Duties includes but is not limited to:

- Develops, coordinates and implements environmental programs; coordinates and monitors compliance with applicable state and federal regulations
- Maintains knowledge of existing and new environmental regulations; evaluates and advises management of regulatory effects on city programs, operations and properties
- Researches, monitors and provides advanced technical assistance to subrecipients and contractors on complex projects by overseeing implementation, answering difficult inquiries and designing/creating spreadsheets with formulas to calculate fund proceeds
- Acts as lead for monitoring staff
- Evaluates, coordinates and monitors activities and prepares comprehensive technical records and reports pertaining to water quality, air quality, hazardous waste and material management, endangered species, and environmental management; conducts research and comprehensive data collection efforts to support analysis

Note: Position is grant funded and will only be filled for the duration of the grant, not to exceed September of 2019.

For additional information regarding work duties please visit www.cityofmoore.com or contact Kathy Wilson at phone: (405) 793-4004 email: kwilson@cityofmoore.com Location: 301 N. Broadway Ave. Moore, OK 73160.

City of Moore is an Equal Opportunity Employer