

# MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

**DATE:** JULY 19, 2021

**DEPARTMENT:** COMMISSIONERS

**POSITION TITLE:** COMPLIANCE OFFICER FOR ARPA (American Rescue Plan Act)

**REPORTS TO:** BOARD OF COMMISSIONERS

**STATUS:** EXEMPT / FULL-TIME / 30-40 HOURS PER WEEK

**SALARY:** \$28.00/HOUR TO \$40.00/HOUR  
(Commensurate with Experience)

**DEADLINE:** July 30, 2021  
(Applications and/or resumes received or postmarked after deadline will not be considered.)

## MINIMUM QUALIFICATIONS:

- Bachelor's degree in Public Administration, Business Administration or Finance preferred.
- Five years' work experience and at least two years' experience in a supervisory or leadership position is preferred.
- Knowledge of grant reporting requirements, government statutes, regulations, policies, and financial analysis.
- Proficient in Microsoft Word, Excel, and related software
- Excellent oral, written and interpersonal communication skills, ability to analyze data, and be detail oriented
- Pass all pre-employment screenings

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for administration and reporting of federal funding received through the American Rescue Plan Act of 2021. Develops a comprehensive plan for fiscal recovery in the community relative to the ARPA funds. Serves as the primary point of contact for local Elected Officials (County, Villages, and Townships) and community agencies regarding proposed ARPA projects/expenditures. Maintains records and reporting in accordance with terms and conditions of federal funds.

(A complete job description will be available for review at Human Resources – Muskingum County Courthouse.)

**Please submit both a Resume and Application either by mail, fax or in person by the deadline to:**

**Muskingum County Human Resources Department**

**Attn: Pam Davis**

**401 Main Street**

**County Courthouse**

**Zanesville, Ohio 43701**

**Fax: 740-588-4300**

**EOE**