



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

The City and Borough of Sitka is an Equal Opportunity Employer. All qualified candidates are encouraged to apply.

COMPLIANCE OFFICER

Wage: \$74,360 - \$88,379 yearly DOE/Q

City and Borough of Sitka seeks a qualified team member to fill the full-time position of Compliance Officer. The successful candidate will be responsible to provide a variety of tasks and areas of expertise including but not limited to developing company policies, creating metrics to help track compliance, and performing compliance audits with respect to leasing, contracting, and procurement activities in a municipality. The Compliance Office is responsible for ensuring compliance with all applicable state, local, and federal laws and regulations as added to and amended from time to time. The Compliance Officer supervises the Procurement Specialist and provides oversight of work performed by other Municipal employees in leasing, contracting, and procurement, reporting any discrepancies to the Finance Director and the Municipal Administrator.

Work Schedule: Full time, Monday-Friday, 8 am - 5 pm.

Benefits:

- PERS Defined Contribution Retirement
- SBS Annuities program - 6.13% match
- Employer Paid Life Insurance through USABLE (employee and dependents)
- Medical Dental Vision (90%/10% employer/employee paid) (employee and dependents)
- Annual Leave & Sick Leave
- Paid Holidays
- Floating Holidays
- Eligible for 457 Retirement Plans with Empower, ICMA-RC and Waddell & Reed
- Eligible for additional Supplemental Insurance Plans with USABLE, AFLAC, American Fidelity, and State of Alaska

Tasks:

- Develops leasing, contracting, and procurement policies and procedures in accordance with the Sitka General Code (SGC). Communicates/collaborates these policies with Departments to ensure compliance and mission success. Provides training to other procurement managers in the organization.
- Maintains comprehensive list of municipal leases, both leases of municipal property to others as well as property and equipment that the municipality leases from others.
- Ensures updated lease contracts are maintained and accessible and informs municipal lease managers when renewals or other compliance issues arise.
- Develop solicitation documents, publication requirements, analyze offers received, prepare a negotiation position, evaluate technical and cost proposals, negotiate cost, fee or profit as well as resolve technical issues, and enters into a formal contract. Leads or participates on source selection team.

Providing for today...preparing for tomorrow

- Serves as the Municipal Business Advisor to Department Heads and employees providing guidance in all facets of the procurement process to include the development of the statement of work, requirements for competition, market research and request for information, past performance, preparation of evaluation criteria and safeguarding the interest of the City and Borough of Sitka in its contractual relationships, ensuring contractors receives impartial, fair, and equitable treatment, and the preparation of documentation in these areas.
- Provides audit information to management by researching and analyzing data; preparing reports.
- Perform compliance audits to determine whether established protocols are being followed and where they can be improved by using data from both internal and external sources. Make recommendations for compliance and improvement.
- Collect, coordinate, and communicate internal compliance data with auditors and various departments heads as appropriate.
- Enforces adherence to compliance policy and procedure requirements and advises management on needed actions.
- Through the Procurement Specialist, supports procedures around debt collection.
- Provides administrative support by implementing systems, procedures, and policies. Maintain up to date written documentation and policies related to the organization's business activities.

Experience and Training:

- Graduation from an accredited college or university with a Bachelor's degree or equivalent in Business Administration or Finance; ***and***
- 5+ years prior experience in risk management or compliance roles, municipal contracting, and/or lease management; ***or***
- Any equivalent combination of experience, education and training which provides the knowledge, skills

Skills and Requirements:

- ***REQUIRED:*** Must have or be willing to obtain a compliance certification from either a State or Federal agency.
- Extensive knowledge in cost estimating techniques including but not limited to learning curve, regression analysis, complex contractual arrangements, extensive fact finding.
- Thorough knowledge of municipal budgetary protocols, policies, procedures, and practice as they related to leasing, contracting and procurement.
- Strong critical thinking skills, analytical skills, and time management.
- Ability to prepare and present accurate data, reports, findings, and recommendations.
- Ability to use logic and creative thought processes to develop solutions.
- Adaptable and willingness to quickly learn brought by rapidly changing information and or technology.

Submit Application to Human Resources via hr@cityofsitka.org. or turn it in to Room 300, City Office Building. You can access the application by the link below or logging into the City and Borough of Sitka website at www.cityofsitka.org **Application deadline is 4pm, Monday May 3rd.**

[Click here for application](#)

[Click here for job description](#)