



JOB TITLE: **COMPLIANCE ANALYST &
SPECIAL EVENTS MANAGER**

DEPARTMENT: **COMMUNITY AFFAIRS**

JOB CLASS NUMBER: **6542**

DIVISION: **CIVIC CENTER**

REVISION DATE: **JULY 23, 2026**

Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

Under the direction of the Community Affairs Director, the Compliance Analyst & Special Events Manager is responsible for coordinating and overseeing city-sponsored events, community engagement initiatives, financial monitoring, contract and grant compliance activities, and administrative operations that support the mission of the City of Monroe. This position combines the analytical and compliance responsibilities of financial oversight with the planning, coordination, and execution of special events and community programs.

The successful candidate will work collaboratively with city departments, community organizations, sponsors, vendors, volunteers, elected officials, and residents to ensure compliance with City policies and funding requirements while delivering high-quality community events and initiatives that promote civic pride, economic development, and public engagement.

EXAMPLES OF DUTIES:

- **Financial Management & Compliance**

- Monitor Civic Center and other Executive/Community Affairs related event budgets to ensure fiscal accountability and responsible stewardship of City resources.
- Analyze program revenues and expenditures, including sponsorships, rentals, donations, grants, concessions, and event-related expenses.
- Prepare monthly, quarterly, and annual reports related to budget performance, event operations, and program activities.
- Review invoices, purchase requests, contracts, billings, deposits, settlements, and payment documentation for accuracy and compliance.
- Monitor adherence to City policies, internal controls, procurement procedures, and operational guidelines.
- Support audit preparation and assist with gathering documentation requested during reviews and audits.
- Identify operational, financial, or compliance concerns and recommend corrective actions and process improvements.

- **Contracts, Grants & Sponsorship Management**

- Review and monitor vendor agreements, sponsorship agreements, contracts, and service agreements for compliance with City policies and contractual requirements.

- Assist with grant administration, reporting, documentation, and compliance with funding requirements.
- Track grant deadlines, sponsorship commitments, deliverables, and reporting requirements.
- Ensure procurement activities comply with established public purchasing procedures and applicable regulations.
- Develop and maintain relationships with sponsors, donors, and community partners that support City programs and events.

- **Special Events Management**

- Plan, coordinate, and execute City-sponsored events, community celebrations, public outreach initiatives, and civic engagement activities.
- Develop event budgets, timelines, operational plans, registration processes, and event schedules.
- Coordinate event logistics, including venues, vendors, volunteers, catering, entertainment, transportation, security, and event setup.
- Recruit and coordinate sponsors, vendors, volunteers, community organizations, and participating stakeholders.
- Manage event-day operations to ensure successful execution and a positive experience for participants and attendees.
- Evaluate event effectiveness and prepare post-event reports and recommendations.
- Programs and Events supported may include:
 - Dragon Boat Races
 - Mayor's Cup Golf Tournament
 - Mardi Gras Parades
 - Black History Parade
 - Keep Monroe Beautiful initiatives
 - Healthy Funroe programs
 - Picnic in the Park events
 - Turkey Giveaway
 - Shop with a Hero
 - Christmas Bike Giveaway
 - Employee Recognition Events
 - Mayor's Inauguration Ceremonies
 - Civic Center programs and related community events
 - Other City-sponsored events and initiatives as assigned.

- **Community Engagement & Partnership Development**

- Serve as a liaison between the City and community organizations, schools, churches, nonprofits, neighborhood groups, business leaders, and governmental agencies.
- Develop partnerships that advance community initiatives, public engagement, beautification efforts, youth development programs, and quality-of-life projects.
- Represent the City at community meetings, public events, planning sessions, and stakeholder gatherings.
- Coordinate volunteer engagement and community participation efforts for City programs and events.
- Promote City initiatives through outreach, relationship building, and community collaboration.

- **Knowledge, Skills & Abilities**

- Knowledge of budgeting, financial monitoring, contracts, grants administration, and compliance practices.

- Strong project management and event planning abilities.
- Ability to coordinate multiple projects and priorities simultaneously.
- Strong interpersonal, public relations, and relationship-building skills.
- Ability to work effectively with elected officials, community leaders, sponsors, volunteers, vendors, and the public.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite, financial spreadsheets, and reporting systems.
- Ability to work evenings, weekends, and holidays as required for events.

TRAINING AND EXPERIENCE:

- **Required**

- Bachelor's Degree in Finance, Accounting, Business Administration, Public Administration, Communications, Event Management, Community Development, or a related field and three (3) years of progressively responsible experience in financial administration, event management, community engagement, project coordination, nonprofit administration, business operations, or a related field; or
- Five (5) years of progressively responsible experience in business management, nonprofit leadership, community engagement, public service, project management, event planning, financial administration, program coordination, property management, economic development, or related experience demonstrating the ability to perform the essential functions of the position

- **Preferred**

- Experience managing community programs, civic initiatives, nonprofit operations, or public events.
- Experience developing partnerships with schools, churches, nonprofit organizations, businesses, and governmental agencies.
- Experience managing budgets, sponsorships, grants, contracts, or fundraising initiatives.
- Experience coordinating volunteers and community outreach activities.
- Experience working in a municipal, nonprofit, civic engagement, or community-development environment.

LICENSES, CERTIFICATES, AND CLEARANCES:

- Valid Louisiana Driver's License with a satisfactory driving record.
- Employment contingent upon successful criminal background check and drug screening.