



NOTICE OF JOB OPENING

POSITION:

Community Development Block Manager
(Full-Time)

DEPARTMENT:

Community Development

PAY SCALE: \$42,500-\$52,500/annually
(Depending on qualification/experience)

POSITION SUMMARY:

Under general supervision, coordinates federally-funded Community Development Block Grant (CDBG) Program activities and other related federal, state, and local programs. Writing of grants, sub agreements, special reports, work with various computer applications. Functions and tasks include coordination with various City departments and City-assisted agencies; assisting Director as City liaison to the Department of Housing and Urban Development (HUD); assisting various local agencies and non-profits using or seeking CDBG funding; maintaining records, monitoring of CDBG recipients, and preparing annual application and reports to the City, state, and federal governments.

ESSENTIAL JOB FUNCTIONS

Under general supervision from the Community and Economic Development Director, essential functions include, but are not limited to: implementing, administering, and coordinating the CDBG Program; coordinating grant administration with various divisions and departments of the City, as well as other governmental agencies; planning and implementing the grant application process; performing preliminary review of grant applications and making recommendations; preparing annual reports for the CDBG Program and conducting field monitoring of CDBG projects to ensure compliance with federal regulations; preparing and monitoring contracts for consulting services and construction projects needed to carry out CDBG activities and projects; directing, coordinating, and evaluating the planning and execution of all activities of assigned complex targeted block grant activities; preparing applications and reports, and implementing all computerized progress reporting and financial controls required by the U.S. Department of Housing and Urban Development (HUD); organizing, writing, and coordinating written applications in response to requests for proposals; submitting grants to funding source for review and approval; attending and participating in community meetings regarding the impact of allocations of funds; coordinating public hearings and other related meetings; serving as a staff resource for committees; preparing periodic progress reports to comply with grant requirements; maintaining files for all grant requests; performing related duties and responsibilities as required.

Acts as liaison with recipients and potential recipients of CDBG funds providing program information, funding availability, and assistance with completing applications.

Evaluates program/project applications; recommends funding recipients and amounts; negotiates and prepares contracts with CDBG recipients; monitors and evaluates recipient progress, and reviews payments for contract services.

Prepares annual Program Progress Report, Grantee Performance Report, and other reports as required by the City and HUD. Experience and knowledge of Microsoft Office or equivalent programs and HUD systems such as IDIS and HEROS preferred.

Along with the Director, serves as liaison with officials from the Department of Housing and Urban Development, coordinates visits by HUD-monitoring officials, and prepares responses to HUD findings and comments.

Assists in planning, preparation, reviewing and implementation of other federal, state, and local programs that impact in the same areas as the CDBG Program. Prepares state and federal grant applications.

Works with Finance Department staff on projects/programs of mutual interest, public presentations, staff reports, filing, and other Finance-related activities.

Performs related duties and responsibilities as required.

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Being present daily, able, and willing to perform the duties of this position is an essential function of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee occasionally must stand for extended periods or walk reasonable distance and stoop or kneel. The employee frequently must lift and/or move items of 30 to 40 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus. Must be able to work with computers, requiring extensive reading from a computer screen, comprehension, and keyboarding.

While performing the duties of this job, the employee regularly works in a business office setting where the noise level is moderate.

QUALIFICATIONS

Education/Experience: Bachelor's degree in Public Administration, Public Service, Business Administration or a minimum of two (2) years work experience in Community Development, is preferred. Two (2) or more years of responsible professional-level government finance and grant accounting experience is preferred. Experience with federal grants (i.e. Community Development Block Grant (CDBG)/Section 8/HUD HOME Investment) is highly desired.

Knowledge: Extensive knowledge of the laws, policies, and principles of community planning. Extensive knowledge of grant application and administration procedures, as well as reporting and evolution requirements. Thorough knowledge of the processes associated with City ordinances and State and Federal statutes, which govern community and economic development activities, and related internal compliance data requirements. Good knowledge of personnel management techniques and general approaches to effective public administration to properly assist in managing the department and its staff.

Skill: Ability to plan, direct, and control all facets of complex community development programs. Establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with municipal officials, representatives of other governmental units, professional contacts, other employees, and the public. Communicate effectively and present ideas orally and in writing. Prepare and maintain a wide variety of records and reports according to accepted standards. Compile and analyze complex data and assemble comprehensive reports related to such data. Maintain attention to detail and work effectively under stress and changes in work priorities.

Note: *This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Persons will follow any other instructions and perform any related duties, as may be required by their manager, supervisor or department head.*