

CITY OF HEMET

Class Code: 3742
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Date Adopted: 10/12/2004
NEW CLASS

COMMUNITY DEVELOPMENT BLOCK GRANT COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, coordinates federally-funded Community Development Block Grant (CDBG) Program activities and other related federal, state, and local programs. Functions and tasks include coordination with various City departments and City-assisted agencies; acting 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 FUNCTIONS

Under general supervision from the Finance Director and members of the Executive Team, 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 all 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.

Is primarily responsible for the activities of the Citizen Advisory Committee, including recruitment, training, meetings and reports on activities and recommendations.

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.

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.

DISTINGUISHING CHARACTERISTICS

Self-motivated, professional team member with strong knowledge of Community Development Block Grant programs, previous CDBG experience, who is familiar with federal regulations and guidelines governing the CDBG Program at the local level.

Significant experience with public input processes; a strong project management background; the ability to manage multiple priorities, and the ability to thrive in a team environment.

Excellent interpersonal, follow-through, and communication skills, both orally and in writing, and a collaborative approach to problem solving.

Strong commitment to working with low- and moderate-income residents and the agencies that serve those citizens.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Working closely with stakeholders; preparing the City's annual CDBG application.

With input from the Citizen's Advisory Committee, developing recommendations for use of CDBG project funds for consideration by the City Council.

Providing administrative oversight for the CDBG Program.

Overseeing ongoing CDBG projects to ensure compliance with contract conditions and federal regulations.

Maintaining strong working relationships with members of the local non-profit community.

Providing required administrative reports to HUD.

Preparing and maintaining CDBG budget and expenditure reports.

WORKING CONDITIONS

Working in an office environment; sustained posture in a seated position for prolonged periods of time.

KNOWLEDGE AND ABILITIES

Knowledge of operations, services, and activities of a CDBG Program; modern principles and practices in the development and execution of federal community funding; research methods and techniques of report writing and presentation; recent developments, current literature, and sources of information regarding CDBG.

Ability to organize and analyze funding proposals and agencies clearly and concisely.

Ability to develop responses and solutions to issues raised by CDBG recipients, HUD, and City staff.

Ability to work with minimum supervision and make sound decisions in a manner consistent with the essential job functions.

Ability to coordinate CDBG programs and projects; analyze problems and identify alternative solutions; project consequences of proposed actions, and implement recommendations in support of goals; prepare clear and concise reports; maintain effective working relationships with those contacted in the course of work.

QUALIFICATIONS GUIDELINES

Sufficient education, training, and/or work experience to demonstrate possession of the knowledge and abilities, which would typically be acquired through:

Bachelor's degree from an accredited college or university with major course work in accounting or closely-related field, **plus** one year of professional accounting experience. Two or more years of responsible professional-level government finance and grants accounting experience is preferred. Experience with federal grants (i.e. CDBG/HOME/Section 8) is highly desirable.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

Possession of or ability to obtain an appropriate California driver's license and maintain a satisfactory driving record.