

Position Announcement:
CITY OF SANDUSKY
Community Development Programs Administrator

The City of Sandusky is accepting applications for the position of Community Development Programs Administrator. The person in this position will locate and secure funding for projects which improve conditions in the City and benefit the citizens; To administer and monitor all aspects of the grant funding including, but not limited to, Community Development Block Grant (CDBG) Entitlement Programs, Community Housing Improvement Program (CHIP) , Ohio Department of Transportation (ODOT) programs, Federal Transit Administration (FTA), other governmental grants/programs and local foundation grants. The primary function of this position will be administration of CDBG programs and projects.

Application and position description can be obtained at www.cityofsandusky.com. A completed application and resume should be submitted to City of Sandusky, Department of Administrative Services, Attn: Victoria Schaefer @ vschaefer@ci.sandusky.oh.us or 240 Columbus Ave., Sandusky, OH 44870.

Application Deadline: The initial review of applications will be Wednesday, July 22nd, 2020 and will remain open until the position is filled.

JOB DESCRIPTION

Community Development Programs Administrator

Department:	Community Development
Reports To:	Chief Development Officer
FLSA Status:	Non-Exempt
Civil Service:	N/A
Union:	No
Pay Range:	A3
Supervises Directly:	None
Job Status:	Full Time
Hours (Typically):	8am-5pm
Revision Date:	07/07/2020

PURPOSE FOR THE POSITION:

To locate and secure funding for projects which improve conditions in the City and benefit the citizens; To administer and monitor all aspects of the grant funding including, but not limited to, Community Development Block Grant (CDBG) Entitlement Programs, Community Housing Improvement Program (CHIP) , Ohio Department of Transportation (ODOT) programs, Federal Transit Administration (FTA), other governmental grants/programs and local foundation grants. The primary function of this position will be administration of CDBG programs and projects.

Essential Functions:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Researches grant and funding opportunities for all departments
- Writes and administers grants, including those for CDBG, CHIP, ODOT, and FTA.
- Specific to CDBG, tasks include, but are not limited to:
 - Preparation of environmental reviews prior to project commencement
 - Preparation of annual action plan and five-year consolidated plan
 - Oversight of sub-recipient contracts
 - Prepare annual consolidated annual performance and evaluation report (CAPER)
 - Complete all relevant reporting including MBE/WBI, Federal Cash Transaction, Section 3, Semi-Annual Labor report
 - Track CDBG and HUD related funds and balances by activity and project
 - Prepare all financial draws from HUD
 - Become proficient in Integrated Disbursement and Information System (IDIS)
 - Become proficient in Code of Federal Regulations regarding CDBG
 - Complete procurements in compliance with HUD regulations
 - Review invoices for payment in compliance with HUD and City regulations
- Monitors grant budgets, compliance and progress; prepares and writes reports as required.
- Researches and compiles information needed for grant applications.
- Fosters good working relationships with grant organizations, employees and the public.
- Develops and distributes informational material as required for grants and related programs.
- Makes public presentations when required for grants.
- Reads, interprets and communicates regulations regarding grant applications, processes and requirements.
- Assists with budgeting for departments.
- Assists with grant draw downs, billing payment processing and statistical reporting.
- Helps assure compliance with all programs related to grants.
- Performs other specific job-related duties as directed.

Knowledge, Skills and Abilities:

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Able to communicate effectively, verbally and in writing, with the public, other departments and funding sources.
- Able to perform mathematical computations required to determine grant eligibility and requirements.
- Able to understand and interpret budgets, and to draw accurate conclusions from financial and operational reports.
- Ability to research grant and funding opportunities using the internet, networking, and other sources
- Demonstrates professionalism and contributes to a positive work environment.
- Upholds policies and follows administrative guidelines and procedures.
- Promotes a favorable image of the Department. Supports City/community partnerships that enhance the department's operational effectiveness.
- Able to speak effectively before groups and answer questions in stressful situations.
- Must possess a good working knowledge of personal computer, calculator, copy machine and telephone.
- Must be proficient in Microsoft Word, Microsoft Excel, Adobe and PowerPoint.

- Must have knowledge of, or ability to learn IDIS software provided by HUD and Black Cat provided by ODOT.
- Accepts personal responsibility for decisions and conduct.
- Maintains an acceptable attendance record and is punctual. Wears appropriate work attire and maintains a professional demeanor.
- Self-initiative. Performs prescribed activities efficiently with limited supervision.
- Able to complete paperwork accurately. Verifies and correctly enters data.
- Able to follow complex oral or written instruction. Uses independent judgment and takes the initiative to perform tasks independently.

Work Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties are primarily performed in an office setting.
- Duties require operating and/or riding in a vehicle
- Duties may require traveling.
- Duties require standing, reaching, bending, crouching, and/or kneeling.
- Duties require long stretches of time sitting and using a computer.
- Duties require working extended hours (possible evening and weekend events).

Reasoning & Development:

Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusion. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

Mathematical Development:

Deal with system of real numbers; algebraic solution of equations; and probability and statistical inference. Apply fractions, percentages, ratios and proportions.

Language Development:

Reading newspapers, periodicals, journals, and manuals. Write business letters, summaries, and reports, using prescribed format, and conforming to all rules of punctuation, grammar, diction, and style. Participate in discussion and debates. Speak extemporaneously on a variety of subjects. Read and understand instructions, safety rules, etc.

Relationships to Data, People and Things:

Data: Determining time, place, and sequence of operations or action to be taken based on analysis of data; executing determination of and/or reporting on events.

People: Speaking-Signaling: Talking with and/or signaling people to convey or exchange information. Includes giving assignments and or directions to helpers or assistants.

Things: Handling: Using body members, handballs, and/or special devices to work, move, or carry objects or materials. Involves little or no latitude for judgment regarding attainment of standards or in selecting appropriate tool, object or material.

To do this job, you must have the following licenses or certifications before being hired:

Valid Ohio Driver's License

To do this job, you must have the following amount of total education and/or experience:

Minimum Qualifications:

- Bachelor's degree in a related field required.
- At least one-year relevant work experience, or a combination of education and experience that provides the required skill sets needed to perform the essential functions of the job.
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and policies.
- Able to provide quality customer service.

The duties above are intended only as illustration of the various types of work that may be performed. The omission of specific requirements or duties does not exclude them from the position if the work is similar, related or logical assignments to the position. The job description does not constitute an employee contract and is subject to change as the needs of the employer and the requirements of the job change.

The City of Sandusky provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, sex, sexual orientation, sexual identity, or expression, age, disability, or status as a covered veteran in accordance with applicable federal, state, and local laws.

The City Manager or his or her designee, at said person's sole discretion, reserves the right to waive any requirement, duty, or responsibility herein when hiring.