

CDBG Program Representative - (18000861)

Official Title: Grants Management Specialist III

Functional Title: CDBG Program Representative

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Accounting and Finance

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Dec 4, 2018, 3:13:05 PM

Number of Openings: 1

Salary: \$57,245.50 - \$ 81,952.52 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Grants Management Specialist III/Community Development Block Grant (CDBG) Program Representative in DHCD's Community Services Division manages grant contracts between DHCD and cities and towns receiving CDBG funding. He/she provides technical assistance and training to communities in the areas of application preparation, funding eligibility, and program implementation. The incumbent processes grant-documents, reviews and analyzes grantee performance and conducts field audits to ensure compliance with all federal and state program policies and regulations.

The ideal candidate has experience in grants management, contract compliance and program evaluation. He/she has demonstrated experience working both independently and as part of a team. The incumbent is able to communicate effectively, manage multiple priorities and meet deadlines. Finally, he/she has demonstrated proficiency using Microsoft Word, Excel, and PowerPoint.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. **CONTRACT MANAGEMENT AND ADMINISTRATION:** manages grant contracts between Department of Housing and Community Development (DHCD) and cities and towns. Responsible for the timely and accurate processing of grant-related documents; review and analysis of quarterly and other related reports from grantees; maintenance of accurate and up-to-date grantee-related information in computerized and paper filing systems.
2. **MONITORING:** conducts on-site field monitoring in accordance with monitoring plan and desk reviews of grantees to evaluate performance relative to grant agreements and all federal and state program policies, procedures and regulations; provides assistance and support to municipalities in resolving contract issues.
3. **TECHNICAL ASSISTANCE:** maintains current and accurate knowledge of federal and state program policies, procedures and regulations and uses it to provide training, technical assistance and support to municipal grantees in the areas of application preparation, funding eligibility and program implementation, and in complying with state and federal program requirements. Also keeps abreast of other activities in assigned communities and provides coordinated assistance to all communities.

4. **COMMUNITY AND PUBLIC RELATIONS:** responds to requests for information and assistance from grantees and non-grantee municipalities regarding Division of Community Services programs and other programs and resources both within DHCD and outside the agency in a timely and responsive manner.
5. **APPLICATION REVIEW:** reviews and evaluates grant applications utilizing a detailed process designed to ensure the selection of projects meeting strict federal and state program requirements.
6. **PROGRAM AND PROGRAM MATERIALS DEVELOPMENT:** assists in designing, developing and revising funding applications to reflect periodic changes in program design and on-going improvements to the application format; assists in evaluating and improving the grant application evaluation process to incorporate program revisions and refinements. Assists in developing or revising of other program documents as necessary.
7. **PROGRAM AND POLICY DESIGN:** works with other division members to develop and recommend coordinated responses to communities' needs and assist in developing/revising programs to address those needs through policy and program design.
8. **TECHNICAL EXPERTISE:** serves as a technical assistance and training resource to communities and DHCD staff including acquiring and providing a high level of expertise in a specialized area (e.g., economic development in small towns, lead-based paint, federal labor standards) and sharing that expertise with staff and communities.
9. **ADMINISTRATION:** participates constructively in Division-related administrative activities in order to gain and share information within the Division, and ultimately with communities as appropriate.
10. Maintains web-based program files, records and database.
11. Other duties as assigned.

PREFERRED QUALIFICATIONS:

1. Occasional travel is a requirement of this position. Some evening work may be necessary as part of the regular duties of this position. Possession of a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state is required.
2. Ability to communicate effectively in oral and written expression.
3. Ability to meet deadlines with narrow time constraints.
4. Ability to work independently and as part of a work unit.
5. Willingness to accept supervision and direction while exercising significant discretion and self-direction in daily responsibilities.
6. Ability to understand, explain and apply community/economic development practices given existing conditions, and administrative practices for effective and efficient operations.
7. Knowledge of municipal government operations required.
8. Familiarity with automated database applications and/or management information systems preferred.
9. Ability to identify municipal planning and management issues and concerns in grantee communities and to work with appropriate Division staff in addressing their resolution.
10. Experience in program development, provision of technical assistance to municipalities and/or state/local relations desirable.
11. Proficiency using Microsoft Word, Excel, PowerPoint.

MISSION STATEMENT

The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

COMMENTS

Please upload resume and cover letter.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

QUALIFICATIONS

First consideration will be given to those applicants that apply within the first 14 days (by 12/18/18).

Minimum Entrance Requirements: Applicants must have at least (A); four years of full-time, or equivalent part-time, professional, supervisory, managerial or administrative experience in public administration, business administration or business management, and (B) of which at least two years must have been in grants management, contract administration or contract management work, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. An Associate's degree with a major in business administration, public administration, or business management may be substituted for a maximum of one year of the required experience.*

II. A Bachelor's or higher degree with a major in business administration, or business management, may be substituted for a maximum of two years of the required experience.*

*Education towards such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Note: No substitutions will be permitted for the required (B) experience.

Special Requirements: None.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 617-573-1100

HOW TO APPLY

Create profile and apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=18000861>