

COMMUNITY DEVELOPMENT PROGRAM MANAGER- PLANNING AND COMMUNITY DEVELOPMENT

Definition

Responsible management and administrative work assisting the Director of Planning and Community Development in the leadership and oversight of federal and state community development grant programs; all other related work, as required.

Supervision

Works independently under the general direction of the Director of Planning and Community Development following organizational policies and procedures requiring the ability to plan and perform operations, and to independently complete assigned tasks in accordance with federal, state, and other grant requirements. Supervises up to five full-time employees.

Performs varied and responsible functions requiring comprehensive knowledge of departmental operations; exercises judgment in the analysis of facts or circumstances surrounding individual situations.

Work Environment

Work is performed under typical office conditions with interruptions to respond to requests for information; the volume of work is influenced by reporting requirements, application deadlines, budget cycles and Town Meeting schedules. The employee is required to attend occasional evening meetings.

The employee operates standard office equipment.

The employee has extensive contact with town departments, local elected and appointed officials the CDBG Subcommittee, and organizations and other municipalities involved with CDBG, HEARTWAP, and utility funded programs to review program budgets and expenditures, the Comptroller's and Treasurer's offices, auditors, outside agencies, including HUD, DHCD, and the general public. Contacts are by email, phone and in writing.

The employee has access to public bid documents.

The employee has access to confidential client information.

Failure to comply with federal and state guidelines could result in loss of funding or jeopardize future grants and entitlements.

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Provides daily oversight and administration of federally-funded Community Development Block Grant (CDBG) program in a wide variety of areas, including preparation of application, writing strategic plans, and reports for submission to grantor agency.

Provides daily oversight of state and utility-funded Menotomy Weatherization Assistance Program, including preparation of reports to grantors and regular communications with general program operations.

Ensures implementation of grant objectives and completes all reporting requirements of grant activities in compliance with federal, state, or local requirements; prepares environmental reviews for each project.

Performs various administrative duties, such as gathering statistical information, conducting surveys related to grant application/management; reviews specifications for grant applications; prepares correspondence related to grant application/management.

Attends HUD and State conferences and other training sessions; keeps abreast of various grant and reporting requirements.

Responds to public inquiries and requests.

Performs similar or related work as directed, required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in Urban Planning, Public Administration, Public Policy, or Management, ; a minimum of three years of supervisory experience and program management; or an equivalent combination of education and experience.

Knowledge, Ability and Skill

Knowledge of accounting procedures. Knowledge of computerized accounting systems or governmental accounting systems. Knowledge of CDBG and other regulations.

Ability to supervise and manage staff.

Ability to work independently. Ability to organize and maintain complex and detailed records and work effectively under time constraints to meet deadlines.

Excellent organizational, communication, program management, and problem-solving skills.

Budgeting, technical writing and computer skills, including financial spreadsheets, word processing and the Internet.

Physical Requirements

Minimal physical effort is required to perform duties under typical office conditions. The employee is frequently required to sit, speak, hear, and use hands to operate equipment. Vision requirements include the ability to read routine and complex documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.