



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

CDBG Program Coordinator

Department: Planning & Development Reports to: PD &S Director Pay Grade \$26.43-37.03
Date Established: 5/2017 Date Revised: 1/2019 FLSA Status: Exempt

CLASSIFICATION SUMMARY

The CDBG Program Manager is responsible for planning, implementing, and managing the City's Community Development Block Grant (CDBG) program and the Lead Hazard Control (LHC) grant.

The job includes responsibility for creating and implementing a five-year Consolidated Plan for Housing and Community Development and a five-year Analysis of Impediments to Fair Housing Choice, as required by the Department of Housing and Urban Development (HUD). This is a management and supervisory position reporting to the Planning and Development Services Director.

The job requires a Bachelor's Degree in public administration or a related field and five years CDBG administration experience.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office environment. The job occasionally requires field inspections of projects. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Plans, implements, and manages the City's CDBG block grant program and the Lead Hazard Control grant. Ensures the City is in compliance with all grant program requirements.

Creates and implements the Housing and Urban Development (HUD) Department required five-year Consolidated Plan (Con Plan) for Housing & Community Development and five-year Analysis of Impediments (AI) to Fair Housing Choice. Creates the HUD-mandated annual Action Plan (AP) for the Con Plan and AI, planning projects and funding levels within the Con Plan and applicable federal, state, and local regulations. Creates the HUD-mandated Consolidated Annual Performance and Evaluation Report, reporting the City's CDBG-funded work and compliance to HUD, the City Council, and community served.

Manages all CDBG funded programs administered by the City and subrecipients. Creates and monitors CDBG and Lead Hazard Control budgets and spending, integrating them into the City's general budget.

Directs the City's Lead Hazard Control grant program and maintains compliance with HUD's Office of Lead Hazard Control and Healthy Homes.

Administers purchase of property for construction of affordable housing including, but not limited to, researching property, preparing purchase offer, and preparing documentation and financial records, to ensure grant compliance.

Acts as City liaison for HUD programs and activities to other agencies, organizations, and the community. Creates, modifies, and interpret policies and procedures for HUD grant programs. Manages projects to maintain statutory and regulatory compliance including procurement, contract management, and fund management and reporting.

Performs HUD environmental reviews and acts as the City's Certifying Officer for the reviews. May perform lead hazard risk assessments and ensures all LHC projects comply with federal requirements.

Directs, supervises, and trains CDBG and LHC staff to ensure compliance with program requirements. Performs training, guidance, and technical assistance to other organizations, contract consultants, and City employees. Serves as staff liaison to CDBG Advisory Board Committee.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Federal Community Development Block Grant (CDBG) and other applicable and related federal grant and program regulations, administrative requirements, methods, techniques, and objectives;
- Basic accounting and bookkeeping methods, techniques, and objectives;
- Municipal budgeting methods, techniques, and objectives;
- Employee supervision, training, and evaluation methods, techniques, and objectives;
- Methods and techniques of loan qualifying and processing, real estate transactions, and land purchasing and sales;
- HUD Lead Safe Housing Rule and Title X requirements;
- Methods and techniques for the identification and removal of lead-based paint hazards;
- Methods and techniques of loan qualifying and processing, real estate transactions, and land purchasing and sales;
- Federal procurement standards and contract management;
- Federal housing program statutes, codes, and regulations;
- Operation of basic office equipment including a personal computer and job-related software applications.

Skill and Ability to:

- Plan, implement, and manage the City's CDBG and Lead Hazard Control programs, ensuring the City is in compliance with all grant program requirements;
- Create and implement the Housing and Urban Development (HUD) Department required five-year Consolidated Plan (Con Plan) for Housing & Community Development and five-year Analysis of Impediments (AI) to Fair Housing Choice;
- Create the HUD-mandated annual Action Plan (AP) for the Con Plan and AI;
- Create the HUD-mandated Consolidated Annual Performance and Evaluation Report;
- Complete Federally required environmental reviews in compliance with 24 CFR Part 58;
- Act as City liaison for HUD programs and activities to other agencies, organizations, and the community;
- Maintain records, documents, and logs and prepare periodic reports;
- Demonstrate strong customer service principles including issue resolution;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion;
- Understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's Degree in public or business administration required;
- Five (5) years CDBG administration and supervisory experience is preferred;
- Five (5) years of project management experience preferred;
- One (1) to two (2) years of lead paint hazard experience preferred;
- EPA certification as a Risk Assessor or Project Designer is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard and type, reach with hands and arms, and operate job-related equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.