

HOUSING AND COMMUNITY DEVELOPMENT ASSISTANT

JOB DESCRIPTION

Classification Responsibilities: A Housing and Community Development Assistant performs paraprofessional administrative tasks associated with the City's Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Shelter Grant (ESG) and Human Services Programs. Work involves assisting with preparing the annual applications for federal funds; assisting in the implementation of approved projects; and monitoring programs including the labor standards compliance per project through on-site visits of workers at construction sites to verify wages meet the Davis Bacon Act standards; attending weekly job meetings; and reviewing payrolls submitted. Other duties include: research and preparing Environmental Review Records of projects undertaken with CDBG/HOME/ESG funds; setting up projects and entering related data in the Housing and Urban Development (HUD) Integrated Disbursement and Information System (IDIS); coordinating with other City departments for construction or housing rehabilitation projects; assisting in monitoring sub-recipient agencies; and collecting data for the City's annual Consolidated Annual Performance Evaluation Report (CAPER) and other federal program reporting requirements. This class assists the Housing and Community Development Specialist and is responsible for performing related duties as required.

Distinguishing Features: This class is supervised by the Housing and Community Development Administrator through conferences, meetings, written reports, and results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED, and good (1 - 3 years) experience with federal grant programs, preferably with the CDBG or HOME programs.

Special Requirement. Must possess a valid Class D Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with an Associate's Degree in a related field is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City staff, nonprofit agencies, contractors, federal agencies, other jurisdictions, and public officials. Prepares required periodic reports and maintains statistical data related to CDBG/HOME/ESG programs. Interacts and coordinates with other City departments and sub-recipient agencies for federally funded construction or housing rehabilitation activities. Conducts or assists with meetings with contractors and subcontractors to

discuss federal labor standards requirements. Explains detailed federal, state and City requirements of the CDBG/HOME/ESG and general funded programs in a non-technical manner to other City staff, sub-recipient agencies, and the general public. This position will require periodic attendance at night and weekend meetings and events.

Manual/Physical: Performs on-site inspections or monitors construction activities. Operates a personal computer (PC), and uses word processing and database software to prepare detailed and technical reports on federal grant programs and other intergovernmental programs. Operates a motor vehicle requiring a standard Arizona Driver's License to visit construction sites, attend meetings, and conduct project and program monitorings. Meets scheduling and attendance requirements.

Mental: Prioritizes own work in order to meet appropriate reporting deadlines and meet compliance standards. Resolves problems related to submitted payrolls and underpayment of workers, and imposes contractor sanctions as necessary. Collects data and prepares associated reports to HUD on contracts awarded and projects undertaken. Analyzes federally funded projects to determine the level of environmental review required by regulation. Researches and analyzes data necessary to complete environmental reviews and obtain clearances. Researches property data.

Knowledge and Abilities:

Knowledge of:

the CDBG/HOME/ESG and Human Services program requirements;
the principles and practices of public administration and governmental organizations;
the federal labor standards and their application to construction projects;
research techniques, statistics, and monitoring as related to federally funded programs;
the preparation of environmental assessments;
the processes and procedures of various federal grants; and
construction procedures.

Ability to:

interact in a positive and supportive manner with nonprofit agencies that receive CDBG/HOME/ESG/Human Services and other governmental funds; and
establish and maintain effective working relationships with City officials, City staff, sub-recipient agencies, contractors, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 9/20

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