

HOUSING AND COMMUNITY DEVELOPMENT SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Housing and Community Development Specialist performs administrative and coordination duties necessary to successfully implement the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) Programs. Work includes: preparing the annual applications for federal funds; assisting with the recommendations for annual funding allocations and implementation of approved projects; preparing, executing, and monitoring subrecipient contracts, interdepartmental memorandums of understanding; monitoring of projects/contracts, including compliance with federal regulations regarding confirmation of labor standards requirements; completing Environmental Review Records (ERR); and setting up projects and entering related data in the Housing and Urban Development (HUD), and Integrated Disbursement and Information System (IDIS). An incumbent in this class also provides technical assistance to subrecipient entities, and applicants for funding. Other responsibilities include: assisting in preparing the annual performance report on federal funds which defines and justifies the year's expenditures and yearly achievements for the Department of Housing and Urban Development (HUD); and updating the City of Mesa's consolidated plan. This class may also have responsibility for supervising staff. This class performs related duties as required.

Distinguishing Features: This class works very closely with the Housing and Community Development Coordinator in making recommendations to the Housing and Community Development Director and City Council for funding in each fiscal year. The Housing and Community Development Specialist is responsible for compliance with federal environmental reviews, labor standards requirements and other related requirements to ensure compliance with federal regulations. Supervision is received from the Housing and Community Development Coordinator who evaluates performance through conferences, meetings, written reports, and results achieved. This classification has been designated, if grant-funded, as a non-classified, non-merit system, at-will position. This class is FLSA exempt-administrative.

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. Considerable (3 - 5 years) experience with federal grant programs, to include at least one year of Community Development Block Grant (CDBG) and one year of Home Investment Partnership (HOME) Program experience.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date. HOME certification must be obtained within one year from date of hire or within one year once made available by HUD (*by assignment*).

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Bachelor's Degree in a related field is preferred. Experience working with the Community Development Block Grant (CDBG) and/or HOME program in a state or local municipality preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, contractors, federal agencies, other cities, and public officials. Interacts and coordinates with other departments including Engineering and Development Services in order to meet compliance standards for federally funded construction activities. Explains detailed federal requirements of the CDBG/HOME/Emergency Shelter Grants (ESG) programs in a non-technical manner to other City employees and the general public. Instructs and trains others regarding federal regulations. Prepares written documents such as subrecipient contracts, annual plans, and performance reporting to HUD with clearly organized thoughts, proper sentence construction, punctuation, and grammar in order to fulfill City and federal requirements. Prepares required periodic reports and maintains statistical data related to CDBG/HOME/ESG programs.

Manual/Physical: Supervises, organizes, prioritizes, and evaluates the work activities of staff to ensure compliance with standard operating procedures. Reviews the work products of others involving federal labor standards and environmental review records to ensure compliance with standard operating procedures, and federal, state, and local regulations and policies. Inspects, monitors, and evaluates information and projects to determine compliance. Participates in HOME Monitoring Team audits of subrecipient agencies with other agency personnel. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to visit construction sites, attend meetings, and conduct audits. Operates a variety of standard office equipment. Enters data into a personal computer utilizing specialized HUD software to prepare detailed and technical reports on the CDGB and several other intergovernmental programs. Prepares and updates maps, schedules, and graphs in order to produce HUD reports, materials for City Council, contracts, and information for the public. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and directs the activities of federal programs and subrecipient activities. Resolves procedural, operational, and other work-related problems in the monitoring of subrecipient contracts and training staff. Coordinates work activities related to CDBG, HOME, and ESG programs with other City departments, federal agencies, other cities, and non-profit agencies. Prioritizes own work in order to meet appropriate reporting deadlines and meet other compliance standards. In consultation with the Housing and Community Development Coordinator, develops or modifies program or work related policies and procedures. Conducts research and analyzes data to evaluate applications and subrecipient contract performance. Performs mathematical calculations and cost analysis in the review of subrecipient budgets and assists with budget revisions. Comprehends and makes inferences from written material including HUD regulations. Understands blueprints and reviews plans for construction to evaluate compliance with Section 504 requirements. Estimates labor and material costs. Analyzes federally funded projects to determine the level of environmental review. Learns job-related material through on-the-job training and in a classroom setting.

Knowledge and Abilities:

Knowledge of:

the CDBG/HOME/ESG program requirements;
the principles and practices of public administration and governmental organizations;
the federal Fair Housing requirements and programs;
the federal labor standards and their application to construction projects;
the preparation of environmental assessments;
the procedures and processes of implementing federal grants; and
procedures necessary to complete construction projects.

Ability to:

interact in a positive and supportive manner with local nonprofit agencies that receive CDBG/HOME/ESG and other governmental funds; and
establish and maintain effective working relationships with City officials, coworkers, 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

TC/aa/co

CS4473.DOCX (Full-Time)

PAY GRADE: 47

CS4410 (Grant-Funded)

PAY GRADE: 47

EEO-Prof

IND-9410

JOB FCTN-ADM

SWORN-No

INCREMENTS 44-200