

## HOUSING AND COMMUNITY DEVELOPMENT SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** A Housing and Community Development (H&CD) Specialist performs professional level administrative work to plan, implement, and report on the City's Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), Economic Development Initiative (EDI) programs, Home Investment Partnership (HOME), and local funded programs.

Work includes analyzing, interpreting, and applying regulations involving other federal, state, and local laws and regulations; preparing annual applications for federal funds; create and set up templates in software for each funding application process; and prepares and manages contracts for regulatory compliance for various federal and local funding sources. The Housing and Community Development Specialist is responsible for compliance with procurement requirements and other related requirements to ensure compliance with federal regulations.

Assists with the recommendations for annual funding allocations including determinations on federal and local application eligibility, and implementation of approved projects; preparing, executing, managing, and leading the annual monitoring process for CDBG, ESG, EDI, HOME, and local funded programs; manages subrecipient contracts; examines contract invoices to ensure accuracy and compliance; and processes reimbursement requests and interdepartmental memorandums of understanding.

Monitoring of projects/contracts, including administration of Davis-Bacon Labor Standards provisions for federal projects such as providing information at construction conferences, monitoring wage determinations, conducting on-site interviews, and reviewing and approving progress payments.

Completing the setup, file maintenance, enters related data and closes out activities in HUD's Integrated Disbursement Information System (IDIS), and coordinates the annual subrecipient monitoring process including completing agency risk assessments, and preparing and sending out monitoring notifications, result letters, and ensuring agencies comply with monitor results. An incumbent in this class also prepares and presents information to non-profit organizations and City Departments, attends Boards and Commission as well as City Council Meetings (after hours), and provides technical assistance to subrecipient entities and applicants for funding.

Other responsibilities include assisting in preparing the HUD Annual Action Plan, the Consolidated Annual Performance Evaluation Report (CAPER) on federal funds which defines and justifies the year's expenditures and yearly achievements, and preparing 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. This class may be attained by non-competitive promotion upon demonstrating proficiency as an H&CD Assistant including being employed a minimum of one year as a City of Mesa Housing and Community Development Assistant

and successfully completing the City's initial probationary period. In addition, the incumbent must meet the specific criteria-based promotion requirements, and meet the minimum qualifications of the Housing and Community Development Specialist classification. 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.** Graduation from high school or GED. Any combination of training, education, and experience equivalent to an Associate's degree in Urban Planning, Business or Public Administration, Human Services, Social Work, or a related field. Considerable (3 - 5 years) experience with federal grant programs CDBG, ESG, EDI, and/or HOME Programs and other comparable Human Services federal programs.

**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 Urban Planning, Business or Public Administration, Human Services, Social Services, or a related field is 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/EDI 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 (PC) 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. Makes high level determinations and decisions on application eligibility, compliance with regulations, and funding recommendations in collaboration with HCDAB to CCD and City Council. Resolves procedural, operational, and other work-related problems in the monitoring of subrecipient contracts and training staff. Audit agencies. Coordinates work activities related to CDBG, ESG, EDI, and HOME 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. Work with Legal to update current funding contracts and develop new funding contracts. 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 1/24

TC/co/js

CS4473.DOCX (Full-Time)

PAY GRADE: 50

CS4410 (Grant-Funded)

PAY GRADE: 50

EEO-Prof

IND-9410

JOB FCTN-ADM

SWORN-No

INCREMENTS 41-200