

## **HOUSING AND COMMUNITY DEVELOPMENT COORDINATOR – GRANT-FUNDED**

### **JOB DESCRIPTION**

**Classification Responsibilities:** Using general direction, the Housing and Community Development Coordinator - Grant-Funded (GF) directs and coordinates the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), Human Services programs and other grants as assigned. The Housing and Community Development Coordinator - GF exercises independent judgment and is responsible for overseeing the draft and review of annual CDBG, HOME, ESG, and Human Services contracts. The Housing and Community Development Coordinator - GF is also responsible for overseeing the annual application process, including monitoring deadlines and approving application contents and final applications. Project Management is required to ensure compliance with grant guidelines including cost estimates, review of program files and financials, on-site inspections, authorization of payments, monitoring of and technical assistance to subrecipients, and federal reporting requirements. Knowledge of federal regulations and documentation requirements related to Environmental Reviews, Davis Bacon, Section 3 and Minority Business Enterprises (MBE), and Women's Business Enterprise (WBE). An incumbent in this class also serves as the Fair Housing Officer for the Housing and Community Development Division and is responsible for providing Fair Housing training (preparing in-house training for staff and sub-recipients regarding the most current Fair Housing regulations). As Fair Housing Officer, an incumbent in this class will receive and respond to all Fair Housing complaints. The Housing and Community Development Coordinator - GF is also responsible for drafting, executing, and monitoring the documents required for the transfer and sale of CDBG and HOME properties. Other responsibilities include: overseeing the process of preparing and submitting the Consolidated Annual Performance and Evaluation Report (CAPER) on federal funds which defines and justifies the year's expenditures and yearly achievements for the Department of Housing and Urban Development (HUD); and overseeing the CDBG Annual Action Plan and 5-Year Consolidated Plan, any related substantial amendments, and the publication of notices for Public Hearings. This class has responsibility for supervising the staff in the Housing and Community Development workgroup. This class performs related duties as required and works in collaboration with various City Departments.

**Distinguishing Features:** Supervision is received from the Housing and Community Development Director or designee who evaluates performance through conferences, meetings, written reports, and results achieved. Use of initiative, independent judgment, and self-management is essential. This classification has been designated 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 an accredited college or university with a Bachelor's Degree in public or business administration, planning, contract administration, or a degree related to the main duties of this position. Two to three years' work experience in grant related field/project coordination and/or contract administration.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience with federal grant programs, preferably with the Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), Human Services programs is preferred. Familiarity with legal terminology is highly desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Makes verbal and written presentations to general public, other City employees, boards, commissions, City Council, vendors, contractors, federal agencies, other cities, and public officials. Instructs and trains others regarding federal regulations. Prepares written documents such as sub-recipient 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/Human Services and other grant programs. This position will require periodic attendance at night and weekend meetings and events.

**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 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. 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 CDBG/HOME/ESG/Human Services and several other intergovernmental programs. Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, and directs the activities of federal programs and sub-recipient activities. Resolves procedural, operational, and other work-related problems regarding sub-recipient contracts and training staff. Coordinates work activities related to CDBG 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 Director or designee Director, develops or modifies program or work-related policies and procedures. Conducts research and analyzes data to evaluate applications and sub-recipient contract performance. Comprehends and makes inferences from written material including HUD regulations.

## **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 Fair Housing requirements and programs;  
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 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

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 41-200

PAY GRADE: 52

IND-9410

SWORN-No