

## **HOUSING AND COMMUNITY DEVELOPMENT ADMINISTRATOR - GRANT-FUNDED**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Housing and Community Development Administrator is responsible for the Housing and Urban Development (HUD) grant/program administration in the Housing Division. This position performs supervisory and administrative duties necessary to implement and ensure compliance for the Community Development Block Grant Program (CDBG); Emergency Shelter Grant Program (ESG); Human Services Program; Home Investment Partnership Program (HOME) which funds the Tenant Based Rental Assistance (TBRA) projects; Housing Rehabilitation Program; Neighborhood Stabilization Program (NSP) Grants 1 and 3; the reporting for Section 8 Housing Choice Voucher Program; Project Based Voucher (PBV) Programs which consists of the Davis-Bacon, Minority Business Enterprises (MBE), Women's Business Enterprise (WBE), and Section 3 programs; Environmental Reviews; and other HUD grants awarded to the City. Responsibilities include: implementing policies and procedures relative to grants/programs that serve low to moderate income households with housing related needs; handling community action programs for Housing Rehabilitation projects; monitoring funding and expenditures for these capital improvement projects (CIP) that utilize federal grants to fund the projects; managing action plans and activities, consolidated plans, and the Consolidated Annual Performance Evaluation Report (CAPER); reviewing purchase and sale agreements, contracts, and settlement statements for the NSP Grants; overseeing the applications from non-profit organizations requesting funding through HOME; assisting with preparation of the department's budget; providing assistance with guideline interpretation and technical issues for staff in support of the Housing Supervisor for the Section 8 Housing Choice Voucher/Project Base Voucher program, which involves submitting annual reports for MBE, WBE, and Section 3; researching and preparing environmental reviews; overseeing the funding process and contracts for the federal grant and human services programs; supervising and providing guidance and training to staff on federal guidelines and updates to the grants administration, and conducting performance management; and reviewing the work of the staff. Additional responsibilities include special delegation of signature authority for the purchase and sale of residential properties when reselling these properties to low and moderate income citizens to rehabilitate homes, transferring City-owned properties which involves analyzing financials such as liens on property, loans, and historical data; researching developers, owners of companies, and contractors; and ensuring parties are in compliance with rules and federal regulations. The Housing and Community Development Administrator is also responsible for advising City Management, City Council, Engineering, Code Compliance, the Housing Advisory Board, and citizen committees on federal and human services programs, and Housing and Community Development programs and policies; representing the City in the planning and implementation of local and regional Community Development programs; making presentations to the Housing and Community Development Advisory Board (HCDAB), and City Council; and communicating with HUD, nonprofit agencies, developers, contractors, media, sub-recipients, and residents.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. The class is supervised by the Housing and Community Development Director through meetings, conferences, and the evaluation of overall results achieved. This class supervises professional, paraprofessional, technical, and clerical staff. 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 Business Administration, Public Administration, Social Work, Urban Planning, or a closely-related field. Five years of responsible experience in the management of subsidized housing programs and grant administration (preferably with CDBG, HOME, Public Housing and/or ESG programs), including good (1 - 3 years) supervisory experience.

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

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience in the review of residential or commercial projects for compliance with applicable codes and regulations including the International Building Code (IBC) or International Code Council (ICC) training, or other equivalent certification in building construction, and knowledge of auditing, financials, and HUD grants are highly desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, management, public officials, developers, business owners, contractors, and governmental agencies (example: HUD) in order to explain program regulations, obtain information, relay directions, implement programs, policies, and codes, resolve complex technical issues, negotiate complex agreements, communicate needs of multiple parties, and explain projects. May instruct others and/or provide guidance regarding changes in federal rules and regulations, state laws, City codes, and HUD grants concerning CDBG, HOME, ESG, NSP, and Human Services programs, and Housing Rehabilitation Programs. Prepares and gives formal presentations to City Council and HCDAB. Serves as liaison between staff, City officials, HUD, program participants and Board members. Collaborates with City staff, and social and community service agencies on Housing and Community Development programs to improve and expand delivery of assistance to low income families and individuals.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures, and federal, state, and City regulations as they pertain to property development. Inspects and evaluates information and property development plans to determine compliance with prescribed state, federal, and City regulations. Inspects, monitors, and evaluates work-related information and conditions to determine compliance with prescribed operating and safety codes. Operates a variety of standard office equipment to complete work activities. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to visit project sites and to attend board meetings. Lifts boxes weighing up to 30 pounds. Bends, stoops, climbs ladders and stairs, and reads directional signs (example: hard hat requirements) when visiting project sites for inspection. Meets scheduling and attendance requirements.

**Mental:** Plans, coordinates, reviews, and evaluates the work activities of subordinate staff to ensure federal entitlement programs and housing assistance programs are being implemented in compliance with established standards. Resolves procedural and other work-related problems in a team effort by interpreting and applying applicable codes and policies. Coordinates work activities and rehabilitation projects with other City departments and agencies. Assists the Housing and Community Development Director in developing divisional and City policies and procedures, and short- and long-term objectives regarding adopting new HUD regulations. Analyzes and researches financials such as liens on property, loans, and historical data. Oversees annual reports for WBE, MBE, and Section 3.

**Knowledge and Abilities:**

Knowledge of:

the CDBG, HOME, ESG, Human Services program, community development programs, Housing Rehabilitation programs, the Arizona Landlord-Tenant Act requirements, WBE, MBE, Section 3, and related federal regulations and City requirements;  
the principles and practices of public administration and governmental organizations;  
research techniques, statistics, and budget preparation and monitoring as related to public administration;  
the regulations related to property acquisition, land disposal, relocation, and rehabilitation;  
recordkeeping and accountability requirements for various grant-funded programs;  
neighborhood revitalization, community development, housing assistance programs, and implementation strategies;  
financing mechanisms and development processes for affordable housing;  
the processes and procedures of various federal grants or other funding sources; and  
construction techniques, and federal, state, and local regulations and codes standards pertaining to construction of the projects assigned.

Ability to:

provide technical guidance to inspectors for rehabilitation development;  
direct the research and compilation of data necessary for the fulfillment of housing rehabilitation project objectives;  
coordinate related workflow with City staff, consultants, contractors, and outside agencies;  
supervise and assign work to staff, select work methods, answer questions, and review and approve work performed by professional and paraprofessional team members;  
prepare verbal and written reports to the City council, citizen committees, and various levels of City management;  
initiate and conduct meetings for assigned projects;  
monitor HUD program funding;  
educate various nonprofit organizations on federal HUD programs and grants, availability of federal programs, and community development needs;  
interact positively with local nonprofit agencies receiving funds; and  
establish and maintain effective working relationships with City officials, other professionals, contractors, 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 do 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.

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