

JOB TITLE: Neighborhood Program Specialist

DEPARTMENT/DIVISION: Economic and Community Development/Neighborhood Services

REPORTS TO: Assistant Director of Economic and Community Development

JOB SUMMARY: This is a multifaceted job in the Neighborhood Services division, to include the processing of loans and grants for programs and activities under the Community Development Block Grant (CDBG) and HOME Investment Partnership funding, community outreach and neighborhood planning, advocacy and revitalization. May be assigned other programs in Neighborhood Services as needed.

MAJOR DUTIES:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position).

1. Manages housing programs, to include: responsibility for the development of housing program operating detail, authorizing inspections when due, authorizing bid solicitation, and administering contract management with inspection services delivery.
2. Intakes grant applications to include verifications, eligibility requirements, etc.
3. Performs project management for activities as assigned within the Economic and Community Development Department.
4. Researches, seeks and assists with grant applications, preparations and submissions.
5. Performs grants administration, program compliance, data analysis and post-project audits and reporting.
6. Closes homebuyer loans and reports information to the Finance Department.
7. Markets housing programs and serves as a loan officer; assists mortgagor in supplemental agreements.
8. Authorizes payment for rehabilitation work completed per contract, tax and insurance bills, and other payments associated with housing program management. Does division bookkeeping and reconciliation with the Finance Department.
9. Markets and maintains until sold the properties associated with the in-fill housing program.
10. Shares responsibility for the preparation of the Consolidated Plan, Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER) and other required documentation to the Department of Housing and Urban Development (HUD).

JOB TITLE: Neighborhood Program Specialist

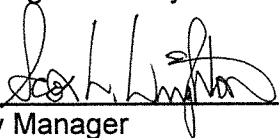
MAJOR DUTIES (continued):

11. Assists in preparation of division budgets, to include: HOME, CDBG, Neighborhood Services, and DCDF.
12. Conducts informational meetings within the community to encourage the organization of neighborhood associations; promotes self-help programs and private responsibility for neighborhood maintenance, growth, revitalization and enhancement.
13. Attends meetings of non-profit groups and those concerned with neighborhood problems; assists neighborhood groups in planning meetings, workshops and programs to deal with housing and homelessness.
14. Collects and researches information concerning neighborhoods and revitalization; makes recommendations; conducts special technical studies.
15. Participates in the planning, development and implementation of programs that address neighborhoods.
16. Provides assistance to Economic and Community Development staff on special projects.
17. Maintains inventory of various social and public services that are available in the community; refers citizens to appropriate services as needed.

KNOWLEDGE AND SKILLS:

1. Bachelor's degree in Business or Public Administration, social services, or planning; experience in communication; and one to two years responsible experience in public administration, planning, accounting, economics; or any equivalent combination of education and experience.
2. Thorough knowledge of Federal rules and regulations governing Community Development Block Grant, HOME and related Federal and State programs.
3. Knowledge of Federal, State and local equal opportunity provisions on housing and employment, to include labor and wages.
4. Knowledge of housing and urban development regulations.
5. Skill in basic accounting, mathematics, computers and banking.

Management Pay Sector 3



 City Manager

12/21/2021

 Date

Addendum A

JOB TITLE: Neighborhood Program Specialist (ARP)

DEPARTMENT/DIVISION: Economic and Community Development/Neighborhood Services

REPORTS TO: Assistant Director of Economic and Community Development

JOB SUMMARY: This is a multifaceted position in Neighborhood Services, to include the processing of loans and grants for programs and activities under the American Rescue Plan (ARP) funding, community outreach and neighborhood planning, advocacy and community revitalization. **This is a three-year grant funded position and may be terminated December 2024.** May be assigned to other programs as needed.

MAJOR DUTIES:

1. Manages the ARP Housing Rehabilitation program, to include: responsibility for the development of housing program operating detail, authorizing inspections when due, authorizing bid solicitation, and administering contract management with inspection services delivery.
2. Intakes grant/loan applications to include verifications, eligibility requirements, etc.
3. Researches, seeks and assists with grant applications, preparations and submissions.
4. Markets housing programs and serves as a loan officer, assists mortgagor in supplemental agreements.
5. Authorizes payment for rehabilitation work completed per contract, tax and insurance bills, and other payments associated with housing program management. Does division bookkeeping and reconciliation with the Finance Department if needed.
6. Shares responsibility for the preparation of the American Rescue Plan quarterly report.
7. Conducts informational meetings within the community to encourage neighborhood associations; promotes self-help programs and private responsibility for neighborhood maintenance, growth, revitalization and enhancement.
8. Attends meetings of non-profit groups and those concerned with neighborhood problems; assists neighborhood groups in planning meetings, workshops and programs to deal with housing and community revitalization.
9. Collects, researches information concerning neighborhoods and revitalization; makes recommendations; conducts special technical studies.

JOB TITLE: Neighborhood Program Specialist (ARP)

MAJOR DUTIES (continued):

10. Participates in the planning, development and implementation of programs that address neighborhoods.
11. Provides assistance to Community Development staff on special projects.
12. Maintains inventory of various social and public services that are available in the community; refers citizens to appropriate services as needed.

KNOWLEDGE AND SKILLS:

1. Bachelor's degree in Business or Public Administration, social services, or planning; experience in communication; and one to two years responsible experience in public administration, planning, accounting, economics; or any equivalent combination of education and experience.
2. Skill in preparing and presenting written and oral reports and documents to include operating various professional equipment.
3. Ability to research and collect data and perform accurate calculations, and to perform sound, analytical analyses and recommendations.
4. Knowledge of housing and urban development regulations.
5. Skill in basic accounting, mathematics, computers and banking.