

COMMUNITY DEVELOPMENT GRANT ADMINISTRATOR

MAJOR FUNCTION

Management and oversight of the U.S. Department of Housing and Urban Development Entitlement Grants Program received by Marion County.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

- Development of Marion County's Five-Year Consolidated Plan that establishes project priorities as well as development and implementation of the Annual Action Plan.
- Preparation and submission of Annual CAPER.
- Develop eligible and achievable projects to be incorporated in the Annual Action that accomplish goals and objectives of the Consolidated Plan and enable compliance with timeliness requirements.
- Coordinate with the City of Ocala in the development and implementation of goals, objectives, and programs in support of the HOME Consortium.
- Initiate and prepare the budget for the HUD grants received, approve work program and expenditures to ensure that expenditures remain within established budget.
- Develop and implement procedures and processes for an internal fiscal tracking system and IDIS to ensure checks and balances are established to provide proper use, security, economy, and accountability of all funds.
- Develop and maintain policies, procedures, contracts, forms and other items necessary for the administration of the grants program.
- Prepare, present and assist with written and oral presentations and reports for the Board of County Commissioners, other government officials, HUD, community based organizations, and general public.
- Research, prepare and assist in analysis and interpretation of data for consistency with local, state, and federal governing agreements, statutes, rules and regulations.
- Coordinate with civic leaders, government officials, industrialists, educators, financiers, and the general public to obtain a factual basis for planning projects and studies.
- Monitor the City of Ocala and other sub-recipients for adherence to contract and grant requirements.
- Prepare and maintain tiered environmental clearances and project-level environmental compliance.

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- Supervision of staff directly related to the administration of the HUD grants.
- Prepare recommendations for the establishment, abolition, or revision of ordinances, rules, regulations, capital improvement schedules and other implementation methods for consolidated planning and general county activities.
- Assist in administration responsibility for the office, representation and participating as a member of committees and study teams designated by the Board of County Commissioners, the County Administrator, and the Department Director.
- Initiate and effectively recommend for final approval by the Department Director hiring, termination, and performance evaluation, disciplinary and or commendatory actions for assigned personnel.
- Oversight, administration and supervision of the HUD grants programs for any incorporated cities that may be joined with Marion County's entitlement program in the future.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

SUPERVISION

Supervises staff and works closely with Director, other County Departments, City of Ocala, elected officials, and citizens to successfully develop and implement projects and programs approved by HUD.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Graduate from an accredited four-year college with a Bachelors Degree in Business Administration, Public Administration, Planning or a related field; with three years progressively responsible and professional experience in government programs related to housing, community development or planning, two years of which shall have been in a supervisory capacity; or an equivalent combination of education, training and experience. Successful completion of the CBDG Basics and Certified HOME Specialist trainings a plus.

Licenses

Possession of a valid Florida Divers License.

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JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret the most common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Requires the ability to identify items for their proper length, width, and shape.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops programs, plans, policies, procedures and specifications.
- Functions as an expert in matters of specialized code, rules, policy, and advanced budgetary and accounting systems.

Specialized Skills and Abilities

- Strong organizational skills, ability to clearly and concisely communicate orally and in writing.
- Ability to speak effectively before public groups and to exercise sound judgment and tact.
- Requires the ability of speaking and or signaling to convey or exchange information. Includes receiving instructions from a supervisor.

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- Knowledge of the functions, operations and structure of County government.
- Extensive knowledge of the principles and practices of public administration and accounting, with the ability to perform research, interpret statutes, rules and regulations.
- Ability to read, analyze and prepare a variety of forms, reports and documentation, including ordinances, rules, regulations, program schedules, budget proposals, and performance evaluations.
- Ability to establish and maintain effective working relationships with other County departments and outside agencies.
- Must have a thorough knowledge of principles and practices as applied to the collection of planning data and preparing comprehensive planning reports and studies.
- Ability to remain calm in stressful situations. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns.
- Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, County automobile, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will frequently be required to sit. Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things. Work involves sitting most of the time. Must be able to lift and or carry up to ten pounds. Requires the ability to differentiate between colors and shades of color.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this environment is moderate. Majority of all work is performed inside an office. Job functions are performed during the regular working day, however, may require night or weekend meetings or in-state travel.

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Pay Grade: 23

Job Description Number: 1172

Category: 2

Status: E

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