

City of Euclid

Job Posting

Job Title: Manager - Community Development
Department: Planning and Development
Status: A. Classified B. Exempt (FLSA)

Job Summary: Responsible for complex grant coordination and administration related to the daily operations of the U. S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funded programs and other planning and development related grants. This includes preparation of grant applications, corresponding with HUD officials and other grant agencies, preparing and submitting the CDBG budgets, assuring all grant expenditures are in conformance with related regulations, preparing and monitoring contracts, preparing reports, documentation, forms, and memos required to obtain and maintain funding from HUD, coordinating and documenting citizen participation processes and meeting with auditors and providing reconciled documentation for all grant related expenditures. Administers various grants and other special projects and performs related planning, development and administrative activities as needed. Works under the supervision of the Director of Planning and Development.

Job Duties:

- Manage and monitor the Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) grant funds.
- Develop and maintain understanding and working knowledge of current HUD/CDBG/HOME regulations.
- Periodically analyze program development and develop strategies for the utilization and budgeting of CDBG and related federal grant dollars.
- Prepare annual CDBG budget and makes projections of expenditures for activities/projects; oversees grant expenditures and reviews related invoices and approves for payment; maintains City financial records.
- Coordinate the monitoring of current CDBG and HOME funded programs, ensuring that performance levels associated with grant funding are being met.
- Conduct draw-downs of grant funds as the local administrator of HUD's Integrated Disbursement and Information System (IDIS).
- Prepare and monitor Federal and other grant related contracts with outside contractors; ensure that expected performance levels are met and performs required annual monitoring of sub-recipients.
- Prepare Annual Action Plan, Consolidated Plan, Grantee Performance Report and other required HUD documents, utilizing HUD planning software, where appropriate.
- Primary liaison to HUD to assist representatives of Housing and Urban Development in assessing the City's CDBG program for compliance with HUD regulations.
- Assist independent auditors with audit of CDBG and all other grants.
- Prepare timely and accurate reports to HUD.
- Respond to questions regarding status of funding requests, explains related regulations and requirements.
- Make public presentations to the Citizens Advisory Committee, City Council and staff on grant funded programs.
- Supervise program staff.
- Perform research on other grant programs fitting the City's needs.
- Provide data to improve decision-making and policy-making through research and written reports, spatial studies and map creation including, but not limited to, census data, demographic analysis and community and economic development trends.
- Assist Director with department budgeting, administration and other duties as required.

The description above represents the most significant duties of this position but does not exclude other occasional work assignments.

Work Environment: Office and outdoor inspections, interviews on construction sites. Sedentary work: exerting negligible force; occasional walking, standing. Physical activity: balancing, stooping, kneeling, crouching, reaching.

Requirements: Bachelors degree in Urban Planning, Public Administration or related field and three to five years of progressively responsible related experience, or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Ability to express ideas and instructions clearly both verbally and in writing. Valid driver's license. Proficient in Microsoft Office Products. Experience with GIS mapping preferred.

It is the policy of the City of Euclid to seek and employ the best qualified individuals for all positions, to provide equal opportunity for the advancement of employees, including upgrading, promotion and training: and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, sex/gender, national origin, age, ancestry, disability, sexual orientation or gender expression, genetic information, military status or veteran status.

Hiring manager: Allison Lukacsy-Love

Pay rate: \$22.45 - \$32.45, commensurate with experience

Full Time, 40 hours per week, 8:30 am – 5:00 pm

Submit resumes with a cover letter, and/or a City application to jobs@cityofeuclid.com