

HOUSING & COMMUNITY DEVELOPMENT PROGRAM COORDINATOR**SUMMARY:**

Under limited supervision, administers a variety of housing and community development programs, functions and activities, including entitlement grants, application, monitoring and reporting; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Assists in the development of the Annual Grant Performance Reports.
2. Administers, monitors, and completes all reporting requirements for assigned grant programs including Annual Program Reports.
3. Compiles, distributes, receives, reviews, approves, and ensures compliance with housing grant programs.
4. Develops and implements strategic planning guidelines and procedures for the use of state and federal grant funding.
5. Reviews subgrantee performance to ensure compliance with federal and state rules and regulations governing respective granting programs by recipients and subrecipients.
6. Ensures compliance with federal and state rules and regulations governing respective granting programs by recipients and subrecipients.
7. Prepares correspondence, commission reports and contract documents.
8. Conducts environmental reviews and program inspection reports.
9. Prepares and updates plans related to housing and community programs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City, federal and state laws, rules, regulations, codes and ordinances related to CDBG programs and recipient guidelines.
- Knowledge of administration, monitoring, and grant reporting requirements.
- Knowledge of housing programs, activities and terminology.
- Knowledge of standard business office machines, practices and procedures.
- Knowledge of conflict resolution and mediation techniques.
- Skill in utilizing written and verbal communication in the development of reports and presentations.
- Skill in utilizing computer hardware and software in the research and development of granting applications, documents, statistical data, and reports.
- Skill in analyzing written and verbal information.
- Skill in negotiating consensus and agreement with a variety of vendors, contract providers, and grant recipients.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Urban Planning, Political Science, Public Administration or related field and three (3) years of public administration experience, including one (1) year of housing and community development program administration, or any equivalent combination of training and experience. A valid State of Florida driver's license, required. A valid driver's license from another state, equivalent to Florida's Class E, may be used upon application with the ability to obtain the State of Florida within 30 days from date of employment.