

HOUSING & COMMUNITY DEVELOPMENT PROGRAMS ADMINISTRATOR**SUMMARY:**

Under general supervision, this position administers and coordinates all the Department of Housing and Community Development projects and programs to ensure compliance with applicable programs guidelines and fiscal regulations; may perform 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. Ensures compliance with federal, state, and local regulations relevant to the City's housing development projects and activities under the federal and state entitlement grant programs and discretionary grant programs in which it participates.
2. Oversees and participates in the administration of grant projects and serves as project manager for projects.
3. Directs and coordinates staff in the operation of the various housing and community involvement programs.
4. Develops and designs guidelines, policies and procedures for the departmental programs.
5. Prepares agenda items, status reports, plans, grant applications, and other documents in response to inquiries which may come from citizens, developers, non-profits agencies, governmental entities, subrecipients, etc.
6. Develops and submits to the federal Department of Housing and Urban Development the Five-Year Consolidate Plan and One-Year Action plan.
7. Prepares annual reports for federal grants; gathers data on all program activities from coordinators and sub-recipient agencies and compiles the data in compliance with federal requirements.
8. Prepares and reviews RFP's for projects; reviews funding applications, establishes review committees and forwards recommendations to the City Commission.
9. Participates in and coordinates activities with other Departments related to housing and community development to ensure compliance with comprehensive plan policies and City planning programs and processes.
10. Prepares applications for receipt of various grants and provides letters of support for external applications requiring consistency with the City's policies and consolidated plan.
11. Responds to requests from City Administration, City Commission, and Internal Auditor's Office. HUD, and other external entities as needed.
12. Assists in responding to requests from HUD, the State, City Administration, other departments, and HCD assignments as needed, including preparation of agenda items, responding to audit findings, and responding to public information requests.
13. Manages and prepares agreements with lenders and non-profit corporations which include ensuring compliance with agreement terms and monitoring lender performance.
14. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and ability to analyze and interpret federal, state and local policies, rules and regulations governing program funding and management.
- Knowledge of planning processes, procedures, state and federal regulations and requirements.
- Knowledge of affordable housing issues.
- Knowledge of procedures used in housing and financial counseling activities.
- Knowledge of management, administrative, and supervisory methods, practices and procedures.
- Knowledge of general office machines, computer hardware, software and peripherals.

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- Skill in utilizing verbal and written communication in the development of presentations, management or regulatory agency reports, contracts and requests for proposals, etc.
- Ability to prepare detailed and comprehensive program related plans, proposals, grant applications and reports.
- Ability to comprehend and interpret federal, state, and local regulations and policies.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed mostly in an office setting. While performing the duties the employee is frequently required to talk or hear, sit, use repetitive motions of hands and/or fingers, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch, push, pull, lift, finger, grasp, lift and/or move light objects (up to 10 pounds), and perform other similar actions during the course of the work day. 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 Business Administration, Planning, Public Administration, Social Sciences, or related field and five (5) progressively responsible experience in housing, community development and special needs grant programs or related comparable experience programs, or any equivalent combination of training and experience. A valid state of Florida driver's license is required.