

**Open to the Public
As of August 25, 2017**

Community Development Administrator – EDNR

Primary Function

This is a senior-level, professional and administrative position involving formulating, planning, implementation, monitoring, and reporting responsibilities regarding state and federal grants received by the City of Lancaster for economic and community development activities.

An employee in this class is responsible for managing all programmatic and administrative aspects of grant management related to the federal Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Shelter Grant (ESG) Programs and State housing and community development programs including (but not limited to) conducting annual plan development, contract negotiation and execution, project performance monitoring and evaluation, collection and display of data, conducting public hearings, and preparation of required City, State, and Federal reports. An employee is also responsible for representing the Department and the City with entities engaged in similar programming. An employee in this class is expected to exercise independent judgment in carrying out responsibilities and to give and explain assignments to Department administrative support staff when appropriate. The Community Development Administrator reports directly to the Department Director.

Work Hours

Monday – Friday; 8:30 AM – 5:00 PM

Training and Experience

- Graduation from a four-year college or university with major course work in public administration, business administration, community development and economic development, planning, or related fields.
- Three years' experience in community development and grants management.
- Experience managing HUD community development, housing and homelessness grants is preferred.

Licenses and Certificates

- Possession of a current valid drivers' license issued by the Commonwealth of PA is required.

Comments

- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

Salary: \$41,304.66 - \$47,500.36, dependent upon qualifications

Full-Time; Excellent City benefit package

Applications will be accepted until September 22, 2017, at 5:00 PM.

The City Job Application and full job description are available at www.cityoflanasterpa.com/city-job-listings

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title: **Community Development Administrator**
Department: **EDNR**
Job Grade: **1009 – Non-Bargaining**
Reports To: **Director of EDNR**

Job Code: **2433**
FLSA: **Non-Exempt**
Effective Date:
Revision Dates: **10/1998; 8/2014, 7/2016**

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Principle Duties & Responsibilities

- Maintains a thorough familiarity with federal and state community development, and homeless grant programs.
- Works with City grant recipients to negotiate and execute project contracts.
- Reviews and recommends payment of "requisitions for reimbursement" from City grant recipients regarding expenses incurred during the implementation of grants and project activities.
- Provides training and technical assistance to City grant recipients to ensure grant compliance.
- Manages grant recipient monitoring activities, including site visits, identifying and insuring correction of findings, preparation of monitoring reports, maintenance of grant files, and the update of client databases.
- Collaborates with other funding agencies in coordination of program design, policies and procedures development and funding allocations related to primary functions.
- Works with department and other city staff to plan, organize and coordinate projects, and events; develops program design, program tasks, timelines and measurements of success.
- Reads, researches and investigates a variety of community issues and programs related to primary functions; identifies city and community program services, programs, resources and information that could be of benefit to the improvement of residents, neighborhoods, or the community as a whole;
- Conducts field visits and synthesizes findings and information in various reports.
- Monitors program budgets; tracks expenditures; makes projections and assists with budget preparation and service improvement requests;
- Researches and reviews grant funding opportunities for community development and homeless programs and prepares grant applications when directed to do so
- Develops requests for proposals for professional services or program design; analyzes responses; and prepares contracts as requested
- Carries out related work associated with federal and state grant administration.
- Represents the City on various committees and boards related to the position's primary function.
- Works on special projects and performs other related duties as assigned by Director.
- Provides IT support primarily to Department staff.

Desk Specific Duties and Responsibilities

- Maintains a thorough familiarity with the regulations, policies and other requirements of the federally-funded CDBG, HOME, and ESG Programs.

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- Develops and implements the City's long-range "Consolidated Plan" and annual "Action Plan" for the HOME, CDBG, and ESG Programs and serves as the City's representative to County agencies as required.
- Maintains a thorough familiarity with regulations, policies and reporting requirements of State grants in the area of community development, homelessness and capital improvement projects, including the Redevelopment Assistance Capital Program.
- Prepares RACP grant applications for City projects and those of nonprofit entities where the City is the applicant on behalf of the nonprofit.
- Represents the City with State employees and consultants of the State with regard to grant applications, implementation, submission of reimbursement requests for State RACP grants, managing compliance and correction of findings, maintaining grant files and managing grant close out procedures.
- Monitors program budgets; tracks expenditures; makes projections and assists with budget preparation and service improvement requests related to homeless programs, the federal.
- Continuum of Care Program, the HEARTH Act and the Lancaster County Coalition to End Homelessness;
- Serve as "Labor Compliance Officer" for federally and state funded construction projects which require attendance at construction and job meetings when assigned to do so.
- Completes the quarterly update of project activity information and prepares Environmental Reviews in the "Integrated Disbursement and Information System" (IDIS) operated by the federal Department of Housing and Urban Development (HUD).
- Prepares the City's "Consolidated Annual Performance and Evaluation Report," Annual Action Plan, Consolidated Plan, and any other required reports for HUD or other granting authorities and manages required public hearings

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of trends, objectives, principles, and practices in the field of community development and homeless management and prevention.
- Knowledge of the principles and practices of grant application and administration.
- Knowledge of monitoring and evaluation procedures, particularly those utilized for the City's CDBG, HOME, ESG Program and State RACP Program.
- Ability to read, analyze and interpret federal, state, local and philanthropic program rules and regulations, particularly for CDBG, HOME, and ESG programs.
- Ability to research and evaluate best practices in program development and implementation
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to communicate effectively, both orally and in writing, and to prepare a variety of reports and, correspondence, and other materials.
- Interpersonal skills to establish and maintain good working relationships with representatives of local, state and federal agencies, non-profit organizations, community groups and the general public.
- Knowledge of city budgetary, accounting and procurement procedures.
- Proven proficiency in knowledge, understanding and use of the Microsoft suite of tools (Word, Excel and Outlook).
- Skill in developing short and long range plans, establishing priorities and organizing work.
- Proven ability to read, write, speak and comprehend English is required.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changing situations and to show flexibility in making improvements in work processes and operations is required.

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- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.

Education, Training and Experience

- Graduation from a four-year college or university with major course work in public administration, business administration, community development and economic development, planning, or related fields.
- Three years' experience in community development and grants management.
- Experience managing HUD community development, housing and homelessness grants is preferred.

Licenses and Certificates

- Possession of a current Pennsylvania motor vehicle operator's license.

Environmental Conditions

- Primarily works indoors (with, or without, heat and/or air conditioning.)
- Required to do site visits which may require exposure to the elements as well as unimproved conditions.

Safety Equipment Used or Needed

- None, unless conducting a site visit to a construction site.
- Normal safety equipment for an active construction site.

Comments

- Requires occasional lifting of up to 25lbs.
- A criminal background check is required prior to starting in this position.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.