

POSITION TITLE: Program Administrator

EXEMPT: yes

DEPARTMENT: Commerce

POSITION REPORTING: Executive Director, Redevelopment Authority

LAST UPDATE: 4/2019

SUMMARY: Reporting to the Executive Director of the Redevelopment Authority. The Project Administrator is responsible for administration and coordination of Redevelopment Authority development and construction projects, as well as assisting Executive Director in the daily management of the office. This is an at-will position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Record keeping and compliance monitoring for County, State and Federal programs and projects totaling over \$100,000,000.
- Management of financial records and loan and grant documents for projects and programs under which the Redevelopment Authority has responsibility.
- Liaison responsibilities with County, State and Federal Agencies necessary to ensure the release of the reimbursement of funds.
- Responsible for the review and approval of invoices and supporting documentation submitted to the Redevelopment Authority by contractors to guarantee compliance with State and Federal regulations.
- Point of contact for funding with the Pennsylvania Department of Community and Economic Development, the Environmental Protection Agency and the Commonwealth Office of the Budget.
- Preparation of periodic status reports for individual projects for funding agencies.
- Assist with implementation of economic development programs including “Brownfields” redevelopment.
- Assist the Authority’s Right to Know Officer in the preparation of responses to requests made by the public with regard to Authority projects.
- Procurement of State and Federal Wage determinations on a project basis and related management.
- Prepares monthly Staff Time Sheet Summary Report for Commerce Department Fiscal Manager.
- Prepares accounts receivable invoices based on reports provided by Commerce Dept. Fiscal Manager.
- Prepares Invoices for annual loan admin fees and issuance fees.
- Ensures Housing and Urban Development (HUD) 108 Loans and RDA Bond payments made on a timely basis.
- Approves Accounts Payable Invoices.
- Prepares letters, memos, contracts, Board minutes, reports and other documents are transcribed, copied, distributed and filed in accordance with instructions.
- Advertises and prepares monthly board packet.
- Preparation of insurance policy applications and renewals.

QUALIFICATIONS:

- Bachelor's degree preferred in business or real estate.
- Proficient in Excel, Microsoft and database software.
- Excellent written and verbal communication skills.
- 5-10 yrs. experience in state and federal grant administration.
- Knowledge of accounting principles.
- Knowledge of facilities management.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to sit, stand and walk for moderate periods of time. Ability to work in all weather conditions. Occasionally may be required to do Medium Level and/or Heavy Level physical work that would include reaching, walking, pushing, pulling and lifting.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is usually moderate.

For more information see the following website: <https://www.montcopa.org/jobs>