

Job Description: Community Planning and Development Program Manager



JOB TITLE: Community Planning and Development Program Manager
Will be filled as I, II, or Senior level Program Manager Depending on Skills and Experience

HIRING NEEDS: 2 positions available

COMPENSATION: Salary range: DOE
Full-time, salaried position, including benefits

EXPECTATION FOR ALL EMPLOYEES

Support the organization's mission, vision, and values by exhibiting the following behaviors: excellence, competence, collaboration, innovation, respect, and humility, commitment to our community, accountability and ownership.

POSITION SUMMARY

The Community Planning and Development (CPD) Program Manager will be responsible administration, implementation and management of various CPD Grants in compliance with the U.S. Department of Housing and Urban Development (HUD) rules and regulations while directly supporting the Community Planning and Development Grants Director. The CPD Program Manager may also exercise administration and supervision over multiple grant programs. Depending on the level of expertise and experience, the Program Manager may be assigned additional duties as required by the Grants Director.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Grants Project Management

- Prepare and monitor CPD grant subrecipient, developers and community partners, agreements, budgets, expenditures and compliance with HUD and City-Parish regulations.
- Prepare and monitor environmental review requests for CDBG, CDBG-DR and HOME projects, respectively.
- Request and monitor progress of home inspections and lead inspections and/or multi-family developments.
- Oversee projects through pre-development to closeout.
- Collect documents and verify program eligibility for the City-Parish Housing Rehabilitation program.
- Conduct desktop and on-site monitoring of grant subrecipients to ensure compliance with federal regulations and documents such compliance.
- Review draw requests subrecipients, community partners and developers to ensure eligibility as defined by funding source and consistency with program budgets prior to submission to Grants Fiscal Manager for submission for payment.
- Assist in preparation, distribution and collection of requests for funding for various CPD grants.
- Assist with reviewing, scoring, and ranking CPD requests for funding.
- Coordinate with City-Parish loan servicing provider regarding various CPD development and homebuyer loans.
- Setup project activities in HUD's Integrated Disbursement and Information System (IDIS).
- Collect, compile and data enter accomplishment data for projects at the point of closeout in IDIS.

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- Assist the Grants Fiscal Manager with review and input of draw requests in the City-Parish financial payment system, MUNIS.

Reading and Interpreting Federal and Local Regulations

- Ensure all subrecipients and community partners comply with program policies and procedures that meet HUD and/or local housing standards (depending on the source of the funding).
- Assist in preparing and updating EBRRA development program policies and standard operating procedures.
- Prepare and participate in monitoring visits from the City-Parish Office of Community Development and/or HUD.

Communications

- Serve as point of contact for assigned projects.
- Assist with planning and coordination of community meetings of various sizes to disseminate information and gather feedback about community needs.
- Lead subrecipient workshops by presenting the CPD grants federal rules and regulations as well as requests for funding guidelines.
- Compile and prepare weekly report to be submitted to Grants Director for assigned CPD program detailing projects statics for each assigned program.
- Assist in the supervision of the efficient utilization of resources to make recommendations to the Grants Director for improvement opportunities as needed.
- Conduct pre-construction conference and pre-award conferences for subrecipients and/or developers.

QUALIFICATIONS/SKILLS & KNOWLEDGE REQUIREMENTS

To perform this job successfully, the Senior CPD Program Manager must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of principles of governmental accounting and budgeting, public administration, management, fiscal monitoring and control mechanisms; federal, state and local codes, rules and regulations controlling and influencing City-Parish fiscal operations.
- Experience working with HUD databases and reporting tools.
- Ability to interpret federal rules and regulations and explain them to internal and external stakeholders.
- Ability to work under pressure and strict deadlines with meticulous attention to detail and high-level accuracy both individually and in a team setting.
- Experience with Microsoft Office Suite, including Word, Excel, and PowerPoint.

Education

Bachelor's degree required. Graduate or professional degree preferred.
HOME and/or CDBG Certificate Specialist preferred but not required.

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Experience

Applicant must have a minimum of three to five years' experience in CPD project management, grants administration, planning, or community development. Experience in affordable housing finance involving public and private sources, community development, development of affordable housing for homeless or special needs residents, real estate development lending, working at the local government level with a variety of constituents and in community participation is also preferred but not required.

Additional experience may offset educational requirements above.

GENERAL INFORMATION

The above statements are intended to describe the general nature and level of work being performed by individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate. Incumbents within this position may be required to assist or find appropriate assistance to make accommodations for disabled individuals in order to ensure access to the organization's services (may include: visitors, employees, or others).

The East Baton Rouge Redevelopment Authority is an Equal Opportunity/Equal Access Employer and is committed to building a diverse staff and encourages applications from female and minority candidates.