CIVIL SERVICE JOB POSITNG

Date: May 15, 2015
Title of Position: HUD Grants Program Administrator (Provisional)
Division: Executive
Number of Vacancies: One (1)
Salary Range: $48,526 (Step 1)

HUD Grants Program Administrator

DISTINGUISHING FEATURES OF THE CLASS
An incumbent to a position in this class is responsible for developing, implementing and coordinating all program procedures for federal HUD grants that will affect policies within city departments, subrecipients, and contractors. Work involves the responsibility for developing procedures for City departments to follow that will ensure compliance with all HUD regulations. This includes being responsible for creating the Consolidated Plan and Annual Action Plan as well as detailing all program objectives. The HUD Grants Program Administrator collects all required information for the CAPER and submits the CAPER. Immediate supervision is received from the Executive Director of the Mayor’s Office of Strategic Planning and independent judgment is exercised in the planning and organizing of work, based on HUD regulations and City policy. Supervision is exercised over personnel assigned.

TYPICAL WORK ACTIVITIES
Reviews and implements all program regulations per HUD directives for all HUD grants received by the City; Develops, reviews, updates and implements written program procedures for all City departments, subrecipients, and contractors to follow to ensure program compliance with all HUD regulations; Establish appropriate program reporting mechanisms for all grant programs; Responsible for the federal Integrated Disbursement and Information System (IDIS), and related HUD data systems; Develops new systems and updates existing systems and procedures as required; Conducts special field audits of public/private books and records in which the City has an interest by virtue of agreements; Monitors and oversees the monitoring of sub recipients for compliance with grant regulations, policies and procedures; Coordinates with the Department of Administration, Finance, and Urban Affairs and the City Comptroller’s Office on fiscal compliance, procedures, and timely drawdown of HUD funds; Collects required fiscal information from Department of Administration, Finance, Policy and Urban Affairs and City Comptroller’s Office for inclusion in the Consolidated Plan, Annual Action Plan, and CAPER; Prepares reports for monthly/quarterly program performance and related functions; Plans and delegates work assignments and supervise staff assigned to the function; Performs related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS
Good knowledge of principles and methods of program reporting of federal grants; Comprehensive knowledge of HUD rules and regulations practices, methods and systems;
HUD Grants Program Administrator

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (cont’d.)
Working knowledge of electronic office productivity systems such as Microsoft Office, Adobe, etc.;
Working knowledge of enterprise wide program and financial systems and additional software systems such as MUNIS, HANSEN, etc.;
Ability to develop program standards and procedures;
Ability to prepare, analyze and organize complex program records and reports;
Ability to understand, interpret and apply federal rules and regulations;
Ability to conduct studies and apply statistical information;
Ability to plan and supervise the work of others;
Ability to establish and maintain effective working relationships;
Good judgment; accuracy; integrity;
Physical condition commensurate with the demands of the position;

MINIMUM QUALIFICATIONS

Open Competitive

(A) Master’s or Bachelor’s Degree in Business Administration, Public Administration or a closely related field, and three years of full-time professional experience in compliance, research, strategic planning or monitoring of grant management or capital programs;

RESIDENCY REQUIREMENT:
As a condition of employment, all applicants must be a domiciled resident of the City of Buffalo at time of appointment for 90 days and maintain residency during their tenure with the City of Buffalo.

All applicants must submit their resumes and specifically detail all experience in writing. All resumes should be submitted by close of business (4:30 pm), Thursday, May 28, 2015 to:

Brendan Mehaffy, Executive Director
Office of Strategic Planning
920 City Hall
Buffalo, New York 14202