

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

Community Development Grants Supervisor

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Jim O'Keefe, Community Development Division Director

Work Phone: 608-266-7851

5. Department, Division & Section:

DPCED – Community Development Division, CDBG Office

6. Work Address:

215 MLK Blvd, Madison, WI 53703

7. Hours/Week: 38.75

Start time: 8:00 a.m. End time: 4:30 p.m.

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This is responsible professional and supervisory work within the Community Development Division of the Department of Planning & Community & Economic Development, and specifically within the Community Development Block Grant (CDBG) Office. In conjunction with the Community Development Division Director, this position is responsible for supervising the work of professional staff on a day-to-day basis. This includes assisting in the planning, implementing, evaluating and reporting of the activities of the CDBG Office. The Division is involved in providing a broad range of services relative to community development, primarily in conjunction with grants, equity, and loan funds, human services and related policy development. The position will work as part of a Division management team while implementing City initiatives. Working within the framework of the Division and under the supervision of the Community Development Division Director, the employee exercises considerable judgment in meeting the goals and objectives of the Community Development Division and the City of Madison.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- % **A. Supervise CDBG Office**
 1. Hire, train, assign and monitor professional and support staff within the CDBG office, and other City staff providing support services to the CDBG program.
 2. Monitor and evaluate staff performance.
 3. Prioritize and assign work to staff.
 4. Develop and interpret policies relating to the CDBG Office.
 5. Conduct formal investigations relating to performance issues, harassment, and other areas as needed.
 6. Approve Time Sheets and leave requests.
 7. Manage and monitor worker's compensation claims within the CDBG Office.

- % **B. Project Management – Work Flow, Assignments, Monitoring, Budget**
 1. Assign new work/projects to staff.
 2. Monitor the fiscal and individual progress of the various programs, including staff monitoring of individual project progress.
 3. Develop office budget and organize related program budgets, and present reports to policy-makers.
 4. Establish and administer appropriate financial systems, to encompass cost accounting, enterprise and capital budgets, and loan-related activities.
 5. Organize contracting processes detailing City expectations of funded projects, establish administrative procedures for reimbursement and reporting, and articulate the nature of reporting requirements.
 6. Develop specialized analytic or regulatory procedures necessary to ensure compliance with Federal, State, and City cross-cutting objectives and regulations.

- % **C. Division Management/Coordination/Leadership**
 1. Plan, implement, evaluate, and report on administrative systems, procedures, activities, and functioning of various programs administered by the CDBH Office.
 2. As part of the Division Management Team, coordinate CDBG Office activities with Division Director and Division.
 3. Coordinate Office of CDBG with broader City goals and objectives.
 4. Devise systems that aid the organization.
 5. Carry out projects and assignments as necessary to further the mission of the Division.
 6. Direct the public relations and informational components of the CDBG program, interpreting the activities of the funded activities to the media and public.
 7. Lead the development and improvement of policies and programs within the CDBG Office.

- % **D. Written and Oral Communication with Stakeholders**
 1. Produce written materials for a variety of audiences – staff, stakeholders, funders, etc.
 2. Communicate effectively verbally with a variety of audiences – same as above.
 3. Effectively manage formal and informal meetings.
 4. Oversee staffing and support to the CDBG Commission.
 5. Manage and utilize various forms of data to prepare required reports.

- % **E. Grant Management**
 1. Research and write grants.
 2. Keep abreast of changes in federal guidelines relating to grants.
 3. Monitor new grants that become available and determine applicability to the City.
 4. Train staff relative to new grant procedures.
 5. Develop grant applications.

- F. Other Related Tasks as Assigned**
 1. Successful candidate will be expected to complete other related tasks as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the theories, principles, and practices of community development, including housing and real estate development, neighborhood revitalization, economic development, and related human services. Thorough knowledge of related loan and grant program development areas, including grant writing, contract administration, and related laws and regulations. Thorough knowledge of business administration, including financial management, general accounting, and program and business planning. Thorough knowledge of public sector planning programs and processes. Working knowledge of Federal programs, especially HUD. Ability to hire, train, and supervise professional staff. Ability to forecast future needs for the Division. Ability to develop and maintain effective working relationships with the office staff, the Division, other City staff and stakeholders. Ability to serve effectively as part of a management team. Ability to plan and flexibly respond to changing environments. Ability to communicate effectively both orally and in writing. Ability to plan, direct, and evaluate related administrative and financial systems. Ability to plan and coordinate complex committee/team efforts. Ability to develop policies and procedures. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.