

COMMUNITY DEVELOPMENT GRANTS SUPERVISOR

CLASS DESCRIPTION

General Responsibilities:

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.

Examples of Duties and Responsibilities:

Plan, direct, monitor, and evaluate the administrative systems, procedures, activities and functioning of various programs administered by the CDBG office. Administer the various funded programs in compliance with Federal and State and local rules regarding the administration of such funds. Prepare systems for staff development of contracts, and program implementation activities which meet funding source certification requirements. Prepare necessary contracts and certifications. Assist the Community Development Division Director in preparing and monitoring the CDBG Office budget. Establish and administer appropriate financial systems, to encompass cost accounting, enterprise and capital budgets, and loan-related activities, Establish administrative procedures for reimbursement and reporting, and articulate the nature of reporting requirements. Monitor the fiscal and individual progress of the various programs, including staff monitoring of individual project progress.

Lead the development and improvement of policies and programs within the CDBG Office. Oversee the staffing and support to the CDBG Commission. Organize the request for proposals and applicant orientation processes and materials for the funds administered through the CDBG office. Plan and schedule, in compliance with regulations regarding funding sources. Organize staff, and community resources to develop grant applications for the City. Research and write grants.

Support the development and improvement of Citywide policies and programs within the areas of the community development, housing, departmental operations, and other city efforts to improve the qualities of neighborhood living.

Supervise the CDBG Office. Hire, train, assign and monitor professional and support staff within the CDBG office. Monitor and evaluate staff performance. Prioritize and assign work to staff. Conduct investigations and handle employee grievances as required. Perform related work as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities:

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.

Training and Experience:

Four years of responsible and varied professional programmatic community development experience, including experience in researching and developing grant proposals and monitoring grant expenditures, and including at least two years of experience in supervising in an office environment. Such experience would normally be gained after graduation from an accredited college or university with a degree in Planning, Business Administration, Public Administration, Real Estate Development or a related program. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Department/Division	Comp. Group	Range
Planning and Development	18	13

Approved: _____
 Brad Wirtz
 Human Resources Director
 Date