

CITY OF MADISON POSITION DESCRIPTION

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

Julie Spears

Work Phone: 267-1983

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

Grants Administrator 2

3. Working Title (if any):

Grants Administrator 2

4. Name & Class of First-Line Supervisor:

Susan Morrison, CD Grants Supervisor

Work Phone: 266-1053

5. Department, Division & Section:

Dept. of Planning, Community & Economic Development, Community Development Division, CDBG

6. Work Address:

215 Martin Luther King, Jr. Blvd.

7. Hours/Week: 38.75

Start time: 9:00 am End time: 5:30 pm

8. Date of hire in this position:

May 2, 2011

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

May 2015

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10. Position Summary:

This position entails advanced-level community development work focused primarily on the development of affordable rental housing; it includes program and project management as well as housing policy development. The position requires significant experience in and clearly defined professional knowledge of both affordable housing development and general community development practices; a command of relevant regulatory, financial and procedural frameworks; and, the ability to anticipate new challenges or opportunities and formulate appropriate responses. This position is also tasked with participating in the

development and evaluation of the effectiveness of general community development strategies, systems and policies. This position will simultaneously manage multiple development projects of various sizes. The position may also manage community development-related service contracts.

Work is characterized by considerable judgment, discretion, independence and initiative in the completion of assignments. The position often assumes leadership roles, including some responsibility for work performed by other staff or interns. Work is performed under general supervision.

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

50% A. Project and Contract Management

1. Administer housing-related projects, programs and contracts, primarily in the area associated with the development of affordable rental housing.
2. Negotiate, prepare and administer written contracts, loan agreements and loan documents with nonprofit and for-profit developers and other funded organizations. Work includes drafting and negotiating mortgages, promissory notes, land use restriction agreements and other real estate related documents utilized to protect City investments.
3. Manage complex programs, projects and contracts, including those that require administering or actively coordinating multiple funding sources; include oversight of complex technical requirements; and involve multi-faceted community partnerships.
4. Coordinate and monitor the progress of affordable housing development projects throughout the various review, approval and implementation processes, including the following:
 - a. Reviewing and analyzing developer-provided program and financial reports for conformance with Federal, State, and City, requirements;
 - b. Addressing changes in project budgets or contract terms;
 - c. Managing disbursement of funds;
 - d. Conducting desk and on-site monitoring for project and financial compliance;
 - e. Developing and communicating follow-up recommendations based on audit findings.
5. Develop policies and procedures required for contract documents and or loan agreements, in consultation with unit supervisor or staff of City Attorney's office.
6. Ensure compliance with procedural and regulatory requirements tied to the administration of both Federal and City funds.
7. Provide training and technical assistance to developers and other funded organizations regarding Federal, City, State, funder expectations and requirements.

25% C. Housing Development Application & Portfolio Management

Pre-development and Project Selection

1. Play a leadership role in the development and implementation of affordable housing-related funding processes, including the preparation of Requests for Proposals or Requests for Qualifications and related material.
2. Analyze, evaluate, and underwrite complex development proposals with respect to their financial feasibility and conformance with specified application criteria, including adherence to regulations imposed in conjunction with relevant federal, State or local funding.
3. Develop and present funding recommendations to the CDBG Committee, Board of Estimates and Common Council via written and oral staff reviews, memos and related resolutions.
4. Convene monthly CDD Rental Development Team meetings and maintain pre-development pipeline management spreadsheets.
5. Based on methodical analysis of housing data, regularly identify and map both preferred and ineligible areas for affordable housing development in consultation with Planning Division staff.

6. Provide technical assistance and training to loan/grant recipients and contracted service providers.
7. Coordinate proposals and projects with other City or governmental agencies, private or public sector efforts.
8. Provide housing-related information to the public, nonprofit community developers, for-profit developers, and others interested in seeking City financial assistance.
9. Identify and execute City affordable housing-related strategies with the goal of better coordinating, streamlining and improving the processes through which City agencies work with housing developers to implement specific housing programs and projects.

Rental Development Portfolio Management

1. Oversee the management of long-term compliance requirements associated with CDDs Rental Development Portfolio, including:
 - a. Annual site and desk monitoring; and
 - b. Annual on-site inspection.
2. Advise CDDs Community Development Technicians regarding requirements associated with Federal, State, and City funding.
3. Address complex long-term compliance and portfolio management issues associated with affordable housing projects.

15%

D. Community Development Division Activities & Systems

1. Play a lead role in the development and implementation of CDD's community development goals, objectives, policies and procedures.
2. Play a lead role in determining how Division-administered resources are allocated.
3. Assess community needs and available resources in consultation with community partners and stakeholders, and then develop collaborative efforts designed to further agreed upon goals.
4. Evaluate the effectiveness of projects, programs, agencies and strategies.
5. Ensure alignment of contracted services with researched best practices and clearly defined outcome measurements.
6. Lead and oversee work undertaken by internal work groups, interns and/or less experienced staff, with a supervisor's guidance.
7. Play a lead role in the review and implementation of requirements associated with the 2013 HOME Rule.
8. Play a lead role in ongoing efforts to implement the recommendations in the 2013 Analysis of Impediments to Fair Housing and the Assessment of Fair Housing (AFH).

10%

E. Other Duties as Assigned

Participate in interdisciplinary Community Development Division and/or City-wide teams focused on removing economic, social or other obstacles that undermine household stability or impede economic or social mobility.

1. Serve as CDD Liaison to Department of Civil Rights.
2. Serve on inter-governmental Section 3 Committee.
3. Serve on the Leopold-Arbor Hills Neighborhood Resource Team.
4. Serve on CDD RESJI Team.

Perform related work as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the basic principles, concepts and techniques associated with public grant and loan administration, budgeting and public finance. Thorough knowledge of and experience with the array of funding sources typically used to finance housing projects and activities to include federal CDBG and HOME funds, low-income housing tax credits, HUD Section 8 rent subsidies and tax increment financing. Thorough knowledge of real estate development practices, finance and management including the ability to prepare and review capital project budgets, operating pro-formas, and financial feasibility analyses. General knowledge of building construction practices. Thorough knowledge of regulations, compliance requirements and financial processes surrounding local, state and federal programs. Thorough knowledge of the concepts

and principles surrounding community development and/or relevant service and project models. Thorough knowledge of the roles and relationships between such things as housing stability, educational attainment, economic and social mobility, availability of child care, and equitable access to resources in supporting community and strengthening neighborhoods. Thorough knowledge of the principles and practices associated with racial equity and social justice in community development. Working knowledge of other federal, state and local housing programs, laws, regulations, policies and initiatives. Working knowledge of and experience with the application and evaluation process employed by WHEDA to allocate low-income housing tax credits. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of network of local providers, stakeholders and service delivery continuums, and ability to form and utilize effective partnerships. Working knowledge of research techniques essential to program needs assessment and planning. Ability to serve as a subject matter expert around one or more relevant program areas or service continuums, including recognized best practices.

Ability to work independently. Ability to work effectively in a team setting by exhibiting self-motivation, working toward shared goals, being willing to request or provide needed assistance, communicating with team members, and completing assignments in a timely manner. Ability to understand the specific roles, responsibilities, and expectations of employees within the team. Cultural competence as evidenced by greater proficiency in the following areas: ability to establish and maintain effective working relationships with diverse co-workers community members and other partners; ability to consider different viewpoints and to interact effectively within multicultural settings; and, ability to understand and respect values, attitudes, beliefs, and mores that differ across cultures, and to consider and respond appropriately to these differences in all aspects of City staff work. Ability to manage multiple projects and activities, and to define, measure and evaluate results. Ability to help coordinate proposals and projects with other City agencies, and related private or public sector efforts. Ability to interpret and apply basic regulations, compliance requirements and financial processes associated with local, state and federal programs. Ability to exhibit leadership skills. Ability to elicit meaningful community involvement and participation and otherwise engage the community to enhance program development. Ability to gather, organize and analyze information or data, especially housing related, draw out key findings and communicate them clearly and concisely, both orally and in writing, to a variety of audiences. Ability to organize and prioritize own work within established deadlines and adhere to assigned work schedules, including being able to adapt to changes in work assignments. Ability to read and interpret ordinances, statutes or other regulatory frameworks. Ability to problem solve. Ability to develop and maintain effective working relationships.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

General supervision.

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.