

Program Manager II

Dept/Div: *Community Development/Homeownership and Federal Grants*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult skilled technical work planning and administering the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs and other homeownership financing programs, coordinating project selection processes, monitoring and reporting on program activities, coordinating activities with federal and state agencies, and related work as apparent or assigned. Work is performed under the general direction of the Division Manager. Limited oversight is exercised over the Community Development Project Manager I. Occasional oversight is exercised over the Community Development Technician.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Manages the CDBG and HOME programs and serves as the primary administrator for HUD's Integrated Disbursement and Information System; implements and maintains processes and protocols; and monitors service contracts.

Provides comprehensive technical assistance to funding recipients and responds to requests regarding CDBG and HOME requirements, rules and activities; coordinates meetings; administers annual funding decisions on behalf Washington County and the Agency.

Prepares and coordinates agency-wide plans and procedures for civil rights/fair housing compliance.

Provides project management for assigned projects, including developing work plans, coordinating project selection processes, monitoring contracts for services, assigning and monitoring work; determines project eligibility; underwrites projects.

Conducts various types of public meetings, forums and hearings; prepares information for public distribution in accordance with the Citizen Participation Plan and represents the County and Agency policies and positions at various meetings.

Serves on task forces, committees, and other community organizations to provide information and expertise in the assigned project areas.

Interprets and ensures compliance with all applicable federal regulations and requirements, including program eligibility, labor standards, procurement, historic preservation and environmental reviews.

Provides information and responds to requests regarding CDBG requirements, rules and activities; coordinates annual meetings; administer annual funding decisions on behalf of cities, the County and Agency.

Prepares, presents, and submits CDBG Annual Action Plans and 5-Year Consolidated Plans, Consolidated Annual Performance Evaluation Report (CAPER) and coordinates with consortium members for preparation and submission of HOME plans.

Keeps abreast of emerging trends and data; participates in committees; and attends meetings, workshops and conferences.

Knowledge, Skills and Abilities

Competencies required:

Ability to manage programs and projects; thorough organizational skills; ability to lead mission-driven change, build strategic relationships, manage work processes and financial resources and serve program clients; thorough analytical and critical thinking skills; thorough communications skills and thorough computer and communications equipment proficiency; ability to lead people and manage human resources; general real estate and property management skills.

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Other knowledge, skills and abilities required:

Through knowledge of local, state, and federal government process, regulations and guidelines related to community development programs, including the CDBG and the HOME programs; ability to make decisions and recommendations which have a high degree of financial and/or legal consequence and which involve a high degree of technical complexity; ability to work with, develop and review financial information and budgets; thorough knowledge of affordable housing programs, mortgage lending, homebuyer and homeownership programs and processes; thorough knowledge of economic development programs and business structure, thorough knowledge of legal requirements related to contracting, ADA/civil rights/fair housing/equal opportunity and labor standards procedures; ability to interpret, write and implement policies and procedures for entire agency in regards to those standards and write policies and procedures for programs, thorough knowledge of the reports necessary to comply with housing and community development programming; general knowledge of housing and economic development finance policies, program policies and manuals; thorough skill gathering and presenting data related to budgets and progress reports; thorough skill operating standard office equipment and related hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with contractors, vendors, legal counsel, financial advisors, consultants, state and national agency affiliates, elected officials, staff and the general public; ability to communicate effectively both orally and in writing; ability to effectively relate to program recipients when implementing such sensitive policies, procedures or activities; ability to establish and maintain relationships and work with city, county, state and federal personnel; thorough knowledge of all Agency programs and applicability of fair housing/civil rights policies and procedures for those programs; ability to respect and relate well to people from varied backgrounds, understand diverse worldviews, and be sensitive to group differences; ability to see diversity as an opportunity, and challenge bias and intolerance.

Education and Experience

Bachelor's degree with coursework in public administration, human services, social services, or related field; and moderate experience administering community development, rental and home ownership programs, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and occasionally requires standing, walking, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

HUD procurement training and training on CDBG and HOME administration within six months of hire.
National Development Council Housing Development Finance Professional certification within 2 years of hire.
Valid driver's license in the State of Minnesota.