

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

HOUSING GRANT MANAGER

Department: Community Services
Pay Grade: 114
FLSA Status: Exempt
Job Class: 5075
Risk Code: 8810

JOB SUMMARY

Responsible for providing overall direction and administration of Housing Programs and Project oversight of the federal and state grants and performing routine to moderately complex project management duties in support of agency-wide development project functions, programs, and initiatives.

ESSENTIAL JOB FUNCTIONS

- Oversees and assists with all Housing programs and projects within the Community Services Department to include but not limited to: SHIP, NSP, HOME, CDBG and ESG.
- Oversees the development of the Tri-Annual Local Housing Assistance Plan for the State SHIP Grant, which includes the preparation and submission of the Annual SHIP Report.
- Ensures that project contracts requiring legal review and Board of County Commissioners (or other boards) receive approval as to form and are placed on Board agenda.
- Maintains pertinent statistical and updates information for funding sources.
- Coordinates and oversees the Affordable Housing Advisory Committee ensuring that the committee performs the functions required by State Statute.
- Develops and provides reports or documentation needed to secure and/or maintain funding or grants.
- Provides technical assistance to the Client Service Specialists as it relates to budget, policies, rules, and regulations, which may include leading team/project meetings.
- Coordinates and manages the Lenders Consortium, the Affordable Housing Advisory Committee, Housing Finance Authority, and any grant advisory group as established.
- Conducts project management to ensure current assistance strategies are expending funds on a timely basis. Adjusts strategies and marketing efforts to ensure timeliness and coordination of staff schedules and tasks as necessary to meet needs.
- Oversees monitoring of sub-grantees for adherence to contract and grant requirements to include interpreting/explaining contractual and regulatory requirements, reviewing/approving and processing reimbursement requests, ensuring timeliness of expenditures, tracking

- progress according to performance objectives, and recommending action steps for non-performance/compliance issues.
- Develops, maintains, and enforces policies, procedures, contracts, forms, and other items necessary for the administration of all housing programs and Grant projects. Provides relevant recommendations to the Community Services Manager.
 - Prepares and submits grant reporting requirements to include maintaining grant reporting systems including but not limited to (IDIS, DRGR, SHIP Tracking) and monthly/annual reconciliation with County Finance reports.
 - Provides back-up documentation, research, and solutions as needed for Subordinations, Pay-offs, Foreclosures, Bankruptcies, and Short Sales.
 - Assists in the preparation of annual county budgets as it relates to grant budgets.
 - Develops and maintains working relationships with local realtors, title companies, contractors, housing developers, and other for-profit, non-profit, and housing related agencies.
 - Prepares, presents, and assists with written and oral presentations and reports for the Board of County Commissioners, other government officials, community-based organizations, and the general public.
 - Researches, prepares, and assists in analysis and interpretation of data for local, state, and federal reporting.
 - Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
 - Implements the organization's guiding principles and core values.
 - Performs other related job duties as assigned.

SUPERVISION

This position is responsible for direct supervision of a relatively small number of employees (two or more), with indirect supervision of a moderate size staff. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Business/Public Administration or related field equivalent; and five (5) years' progressively responsible experience with government programs related to housing, community development, and planning, specifically federal HUD or local SHIP and housing grants; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Successful completion of SHIP training, CBDG Basics, , and both Certified HOME Specialist trainings.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs continually.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Knowledge of loan underwriting principals.
- Knowledge of mortgage documents and HUD statements.
- Knowledge of computers and other office equipment to include HMIS,SAGE, DRGR, SHIP Annual Reporting and IDIS
- Knowledge of the functions, operations, and structure of County government.
- Skills in Microsoft Office programs with emphasis on Excel.
- Strong organizational skills.
- Ability to speak effectively before public groups and to exercise sound judgment and tact.
- Ability to read, analyze and prepare a variety of forms, reports, and documentation, including rules, regulations, program schedules, budget proposals, and performance evaluations.
- Ability to establish and maintain effective working relationships with other County departments and outside agencies.
- Ability to remain calm in stressful situations. Must be adaptable to performing under greater levels of stress when confronted with an emergency.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will occasionally be required to handle, hear, kneel, lift, reach, speak, stand, walk, and stoop.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be required to be exposed to outdoor weather conditions

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.