

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.

COMMUNITY DEVELOPMENT ADMINISTRATOR

Department: Community Services
Pay Grade: 115
FLSA Status: Exempt
Job Class: 1213
Risk Code: 8810

JOB SUMMARY

Responsible for providing Management and oversight of the U.S. Department of Housing and Urban Development Entitlement Grants Program received by Marion County to include but not limited to: CDBG, HOME and ESG.

ESSENTIAL JOB FUNCTIONS

- Understands and oversees Marion County's access to HUD's software systems to include: IDIS, SAGE, eLoccs, HMIS.
- Oversees the development of Marion County's Five-Year Consolidated Plan that establishes project priorities as well as development and implementation of the Annual Action Plan(s). Manages the preparation and submission of Annual CAPER.
- Develops and Publishes Notice of Funding Availability and provides Technical Assistance.
- Develops eligible and achievable projects to be incorporated in the Annual Action that accomplish goals and objectives of the Consolidated Plan and ensures compliance with timeliness requirements.
- Coordinates with the City of Ocala in the development and implementation of goals, objectives, and programs in support of the HOME Consortium.
- Initiates and prepares the budget for the HUD grants received and approves work programs and expenditures to ensure that expenditures remain within established budget.
- Develops and implements procedures and processes for an internal fiscal tracking system and IDIS to ensure checks and balances are established to provide proper use, security, economy, and accountability of all funds.
- Develops and maintains policies, procedures, contracts, forms, and other items necessary for the administration of the grants program.
- Prepares, presents, and assists with written and oral presentations and reports for the Board of County Commissioners, other government officials, HUD, community-based organizations, and the general public.

- Researches, prepares, and assists in analysis and interpretation of data for consistency with local, state, and federal governing agreements, statutes, rules and regulations.
- Coordinates with civic leaders, government officials, industrialists, educators, financiers, and the general public to obtain a factual basis for planning projects and studies.
- Monitors the City of Ocala and other sub-recipients for adherence to contract and grant requirements.
- Prepares and maintains tiered environmental clearances and project-level environmental compliance.
- Supervises staff directly related to the administration of the HUD grants.
- Prepares recommendations for the establishment, abolition, or revision of ordinances, rules, regulations, capital improvement schedules, and other implementation methods for consolidated planning and general county activities.
- Assists in administration responsibility for the office, representation and participating as a member of committees and study teams designated by the Board of County Commissioners, the County Administrator, and the Department Director.
- Initiates and effectively recommends for final approval by the Department Director hiring, termination, and performance evaluation, disciplinary and or commendatory actions for assigned personnel.
- Provides oversight, administration, and supervision of the HUD grants programs for any incorporated cities that may be joined with Marion County's entitlement program in the future.
- 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 coordinating with staff and working closely with the Director, other County Departments, the City of Ocala, elected officials, and citizens to successfully develop and implement projects and programs approved by HUD.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Business/Public Administration, Planning, or related field equivalent; and three (3) years' progressively responsible experience with government programs related to housing, community development, IDIS, and planning; 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 CBDG Basics, , and both Certified HOME Specialist trainings preferred.

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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to identify items for their proper length, width, and shape.
- Ability to apply concepts of basic algebra and geometry.
- 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 principles and practices as applied to the collection of planning data and preparing comprehensive planning reports and studies.
- Knowledge of mortgage documents and HUD statements.
- Knowledge of the principles and practices of public administration and accounting with the ability to perform research, interpret statutes, rules and regulations.
- Knowledge of the functions, operations, and structure of County government.
- Knowledge of computers and other office equipment to include: IDIS, HMIS,SAGE, eLOCCS
- Skills in Microsoft Office programs with strong 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.*