

COMMUNITY DEVELOPMENT ADMINISTRATOR

Department: Community Development
Division: N/A
Appointing Authority: Mayor

Grade: S6
Revision Date: 8/18
Bargaining Unit: S

Definition:

Performs detailed or complex administrative and technical duties in the operation of a municipal Community and Economic Development department. Assists in the organization, application, development, implementation and management of the grant funded activities administered by the department.

Performs all other related duties as required that are logical to the position.

Supervision:

Works independently under the general direction of the Grant Specialist.

May perform limited direction to clerical staff and interns. Will work collaboratively with town, regional and state boards, agencies, and personnel as required; assists in the monitoring activities of sub-recipients and sub-grantees.

Environment:

Most duties are performed under typical office conditions, including operation of computers, calculators, telephones, printers, copiers and other standard office equipment.

Some duties may require site review of Grant projects and activities; which may involve walking and climbing over uneven terrain; climbing stairs, exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, asbestos, lead paint, mold, noise and other associative building or field conditions.

Must drive self or have transport to and from field, building and project sites.

Has extensive contact with employees, town departments, commissions and boards; outside organizations, state agencies, and the general public that requires patience, diplomacy, tact and courtesy.

Errors in performance may cause legal or financial repercussions, considerable confusion and delay, and lead to adverse public relations.

Essential Functions:

(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Develops and provides daily administration of town's grant funded activities in a wide variety of areas, particularly to do CDBG program(s), including research and preparation of applications, coordination of projects, maintenance of records and reporting as required.

This position independently performs multiple tasks following guidelines established by grant funding sources, state and federal laws and regulations and department and municipal procedures.

Designs and seeks funding for grant eligible projects and programs; manages projects and programs in accordance with state and federal law and regulations.

Performs administrative duties, including but not limited to gathering statistics or conducting surveys related to grant application and management; reviewing specifications for grant applications; maintaining files; and preparing correspondence related to grant application and management;

Assists with the evaluation of economic and community development infrastructure and social / public service needs of the town.

Assist with the grant implementation process including solicitation of bids, preparation of Request for Proposal (RFP), Invitation for Bid (IFB), or any other type of specifications for quote as may be required by any process, law, rule or regulation or grant process; including responsible follow through from start-up to close-out of each grant and/or project.

Responsible for periodic or intermittent progress reports for each grant or project to the Grant Specialist as requested.

Prepare all mandatory and supplemental or requested reports ensuring compliance with monitoring procedures as required by grant program guidelines, or as per schedule as established by the Administrator or Director.

Research and supply necessary and important incidental information as needed in preparation of reports.

Meet with community groups, local, State and Federal officials as necessary to prepare and coordinate the preparation and administration of grant programs.

Performs other duties as assigned by the Grant Specialist consistent with the activities of the Department Community and Economic Development.

Minimum Qualifications:

Education and Experience:

Education and Experience: Bachelor's degree in a discipline related to grant strategies, programs and activities or public administration, and two years of related professional experience; public sector experience preferred; or, a combination of education and experience that enables performance of all aspects of the position.

Must demonstrate track record of substantive level of responsibility with grant applications, strategies, administration and management; and must demonstrate skills in the context of formal organizations, specifically municipal organizations and administration including standard budget monitoring practices.

Knowledge, Ability and Skill:

Ability to establish and maintain effective working relationships with diverse interest groups and work cooperatively with supervisors, staff, and elected or appointed officials and the general public.

Ability to plan, analyze, carry out projects, consult and offer advice, requires highly effective written and oral communication skills. Must perform all aspects of job responsibilities with honesty and integrity.

Strong organizational skills in a multi-task environment required. Ability to plan and work with general supervision or specifically as directed; ability to work on several on-going tasks and assist to carry out community economic development, planning and research projects. Ability to keep accurate and detailed records; apply organizational skills efficiently with attention to detail. Ability to meet deadlines and work effectively in pressure situations.

Knowledge of or ability to learn the principles and practices of community development grants management; and of state and federal laws, regulations, or programs related to grant administration and oversight of programs or projects; Experience with research methods and report writing; familiarity with grant preparation and administration.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required.

Physical Requirements:

Frequent sitting, talking, walking, and mental concentration for prolonged periods required; frequent use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 15 pounds; specific vision requirements include close vision for long periods of time and the ability to adjust focus and color vision. Ability to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

Must be able to communicate and be understood clearly, give presentations or participate in other public discourse situations. Position requires the ability to access off-site premises that may not be handicap accessible.

Special Requirements: May be necessary to attend evening or weekend meetings on occasion. Must have a valid class D driver’s license; Must drive self or have transport to and from field, building and project sites.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

EXECUTED 8/22/2018 AND ON FILE IN THE HR DEPARTMENT

Human Resources Director

Date

Revision History: 10/00; 5/05. 12/07; 7/08, 8/18

Mayor

Department Head

[SSEA Review _____](Initial)