

COMMUNITY DEVELOPMENT GRANTS MANAGER

PURPOSE AND NATURE OF WORK

Position is responsible for supervision of grants procurement and program evaluation. Incumbent reports to the Director of the Department of Community Development, and has supervisory responsibilities for a staff of professional, technical and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Interviews, recommends selection, trains and evaluates performance of staff engaged in grant procurement and administration, and related matters.

Monitors budgeting, purchasing, and other transactions occurring in the Community Development Grants section, and the associated program evaluation functions of the department. Supervises the maintenance and submission of required records and reports for federal, state and local funding agencies. Monitors activities of grant sub-recipients. Oversees the preparation, analysis, and processing of grant applications and research/financial analysis to plan and implement new or improved community and economic development efforts. Researches and recommends submission of applications for grant funding available for City-Parish programs, as well as programs involving other government agencies. Reviews relevant publications in order to keep abreast of changes in rules, regulations, and laws pertaining to the programs of the division. Identifies goals and objectives of the division and extent to which these are attained.

Keeps abreast of rules, regulations and guidelines affecting the Community Development Grants sections, monitors performance of those sections, discusses and initiates changes in those sections accordingly; prepares and administers their budgets.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the sources of funding of community development programs.

Knowledge of the regulatory compliance requirements accompanying state and federal programs.

Knowledge of the Community Development Block Grant and HOME programs.

Knowledge of federal, state, and local policies, programs, and regulations related to industrial/commercial development and public/private financing alternatives.

Knowledge of financial management, research, and economic theories, trends and practices.

Knowledge of Consolidated Government's purchasing, budgeting and personnel policies and procedures.

Ability to form and maintain effective working relationships with elected officials, employees and general public.

Ability to communicate clearly, verbally and in writing, to individuals and groups.

DESIRABLE TRAINING AND EXPERIENCE

Completion of a four year program in Public Administration, Business or related field supplemented by significant experience with federal grant-in-aid programs or business development finance; or an equivalent combination of training and experience.