

CITY OF OVERLAND PARK POSITION DESCRIPTION

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| TITLE: | Grants Program Coordinator | BAND/LEVEL: | Prof II |
| DEPARTMENT: | Planning & Development Services | JOB NO: | 3285 |
| DIVISION: | Community Services | DATE: | 05/24/16 |
| REPORTS TO: | Supervisor, Neighborhood Services | FLSA STATUS: | EX |
| FULL-TIME: X | PART-TIME: | TEMPORARY: | COST CENTER: 605 |

REPLACES: Grant Program Coordinator

DATE: 03/25/12

JOB SUMMARY STATEMENT:

Provides professional and technical work in the area of contract compliance and grant program coordination. Monitors, audits, documents and determines compliance with Housing and Urban Development (HUD) rules and regulations. Develops and maintains grantee files. Provides technical support to grantees and recommends corrective action necessary to remain in compliance with HUD regulations. Reconciles Federal Cash Transaction Report and HUD CAPER PR03 Financial and Statistical Report to grantee files. Develops and maintains records for Davis Bacon labor and procurement standards and Environmental Reviews, including Tier I and Tier II reviews. Prepares and maintains all documents for Community Development and Block Grant (CDBG) Citizens' Advisory Committee and attends meetings. Assists in preparing Annual Plan, Consolidated Annual Performance and Evaluation Report (CAPER). Provides support to other housing grant programs as needed.

DUTIES AND RESPONSIBILITIES:

1. Assists in identifying critical Community Development needs that are eligible to be addressed with public funding, including local, State and Federal sources; and advises on implementation strategies.
2. Assists in preparation of grant applications to meet community needs, specific programs include the CDBG Entitlement and HOME programs. Completes all reporting and drawdown requirements for assigned grant programs.
3. Performs, prepares and maintains a written record of the environmental reviews for grant programs, as per the National Environmental Policy Act of 1969. Activities include site observation and appropriate public notifications.
4. Creates, implements and updates components of the CDBG Program, including the Five-Year Consolidated Plan, Annual Action Plan, Citizen Participation Plan, and assists with the Affirmatively Furthering Fair Housing Plan.
5. Coordinates grant activities with various elected officials and appointed committees to cultivate public engagement as it relates to community needs assessment and annual grant planning.
6. Prepares a variety of reports required to administer assigned grant programs to include; the CDBG Consolidated Annual Performance and Evaluation Report (CAPER), the semi-annual Labor Standards, the Minority Business reports, and the Annual Federal Financial Report (FFR).
7. Coordinates with the Finance department to assure appropriate segregation of duties and compliance with local and HUD financial policies.
8. Coordinates creation or revision of fiscal year grant contracts/agreements for sub-recipients to assure compliance with HUD and local requirements. Completes the record-keeping process with consistent well-organized sub-grantee and grant project files.
9. Utilizes the Integrated Disbursement and Information System (IDIS) Online to manage information and payments for projects. Monitors IDIS for accuracy of City's draw downs for reimbursement of expenditures.
10. Monitors all contracts between the City and sub-recipients to ensure compliance with the terms and conditions set forth in the City's contract and with applicable HUD rules and regulations; other federal guidelines, and state regulations. Recommends corrective action as necessary.
11. Conducts financial reviews of all reimbursement requests from sub-recipients to assure all requirements, contract terms and conditions have been met. Coordinates preparation and processing of payment vouchers according to established

policies.

12. Assures audits are performed on all wage and hour reports from contractors doing work on Capital Improvement Projects (CIP) in compliance with Davis-Bacon Federal Labor Standards.
13. Participates in financial audits by the City's external auditors of the CDBG program and other programs funded by the City's General Fund. Provides requested information in a timely manner and makes available all files and/or documents requested by the auditors.
14. Maintains a high degree of citizen input in the grants process by assisting in the review and presentation of possible candidates for appointment to the City's CDBG Citizens' Advisory Committee and the City's Fair Housing Committee. Organizes and supports the citizen participation process for the annual grant review process.
15. Remains up-to-date on latest developments related to funding of housing and neighborhood development programs by attending training and professional association meetings.
16. Provides the necessary administrative, technical and professional support to operate and maintain other housing grants (non CDBG) as required.
17. Conducts special projects and assignments for the Planning & Development Services department and other management staff by providing technical and professional assistance.
18. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, clients, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals. Availability for occasional evening meetings is required.
19. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in community planning, public administration, a related field of study, or an equivalent combination of formal education and work experience is required. Possession of an appropriate, valid drivers license. Must maintain an insurable driving record. Must complete HUD Environmental Review training within 12 months of hire.

EXPERIENCE:

Two years experience in grant finance and accounting and CDBG community development program.

SKILLS:

1. Working knowledge of the Federal Integrated Disbursement and Information System (IDIS)
2. Working knowledge of National Environment Protection Act of 1969 (NEPA) regulations
3. Analytical skills, including research skills, ability to interpret data, conceptualize, analyze information and write formal recommendations based on findings.
4. Attention to detail
5. Basic mathematical and accounting skills to perform applicable research and analysis
6. Budget-related skills
7. Working knowledge of computer software applications such as desktop publishing, spreadsheets and word processing.
8. Human relations/interpersonal skills
9. Project and time management skills
10. Working knowledge of public sector administration
11. Good written and oral communication skills
12. Ability to adapt communication styles based on audience and explain policies, procedures and regulations and to answer questions.
13. Working knowledge of public sector administration

MENTAL REQUIREMENTS:

1. Ability to organize and manage large amounts of information and instructions
2. Ability to read and comprehend complex written material
3. Ability to carry out assignments through written and oral instructions
4. Ability to meet deadlines
5. Ability to exercise diplomacy and professional judgment
6. Ability to train and guide others
7. Ability to recognize and protect confidential information
8. Ability to prioritize multiple tasks
9. Ability to read and comprehend federal, state, and local policies and regulations
10. Ability to carry out assignments through oral and written instructions
11. Ability to work independently
12. Ability to collaborate with others
13. Ability to work in a hectic environment with many interruptions
14. Ability to analyze and recommend possible solutions
15. Ability to learn and understand software applications
16. Alpha and numeric recognition

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, bend, stoop, push and pull
2. Ability to make and receive phone calls
3. Ability to operate City vehicle
4. Ability to maneuver rough terrain on site visits
5. Hand and eye coordination adequate to input to computer and other electronic devices
6. Ability to lift 20 lbs and transport 100 feet
7. Ability to push/pull up to 20 lbs.
8. Ability to sit for prolonged periods of time

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.