

Position Description
Classification: Grants Specialist
Cert# 15-038

Division of Housing
Position Number: 329681
PD Last Review Date: August 2014

Position Summary

Under the close, progressing to general, supervision of the Director of the Bureau of Affordable Housing, this position is primarily responsible for fiscal tracking, including processing over 600 annual payment requests, updating spreadsheets, and monthly reconciling of financial records. These payments must be processed in a timely manner to ensure contractors receive compensation for work completed and home purchase transactions are not delayed. This position will provide technical assistance to ensure grantees are using the funds appropriately. In addition, this position will assist in monitoring the grantees to ensure compliance with federal and state requirements.

TIME % GOALS AND WORKER ACTIVITIES

- 45% A. Serve as the primary contact for grantees in financial matters.
- A1. Review and process HOME/HCRI payment requests in Purchase Plus.
 - A2. Provide financial technical assistance to grantees.
 - A3. Process direct charges, purchase requisitions, and requests for payment.
 - A4. Actively participate in financial management training both in group and in one-to-one settings.
 - A5. Maintain required federal and state tracking systems for housing program expenditures for individual grantees.
 - A6. Receive, review and process grant program activity progress reports to ensure contractual compliance.
 - A7. Review and enter project information into databases.
 - A8. Assist in the compilation of reports and responses to financial and program information, as well as special requests.
 - A9. Review and process HCRI quarterly reports.
 - A10. Review and process HOME program income reports.
 - A11. Assist in the closeout of grants, including maintaining the grant database and related spreadsheets.
- 50% B. Manages various components of the Housing Cost Reduction Initiative (HCRI), HOME Homebuyer and Rehabilitation (HHR) Program and other housing programs.
- B1. Assist with the development of program procedures and materials, including updates to the Implementation Handbook as necessary.

- B2. Make recommendations to the Program Manager (Grants Specialist - Advanced) regarding revisions and modifications to the rules and guidelines of the programs to assist in effective program administration.
- B3. Coordinate grant application request for proposals.
- B4. Assist in the review and analysis of submitted applications.
- B5. Develop, process and track contracts and contract amendments.
- B6. Assist with written and telephone inquiries regarding the program.
- B7. Coordinate workshops and other training sessions.
- B8. Provide technical assistance to grant recipients in understanding and complying with program requirements.
- B9. Maintain program and general administrative records.
- B10. Work with the other Housing staff to schedule monitoring visits.
- B11. Conduct field and desk review monitoring of program financial records and develop written monitoring reports to assure grantee program compliance.
- B12. Assist in the examination of grantee records and reports to assure compliance with contract requirements and objectives.
- B13. Take appropriate action to address grantee compliance problems.
- B14. Coordinate State Fair housing activities such as the annual poster-essay contest.
- B15. Create files for new HOME activities.
- B16. Review website and recommend changes/updates.

5% C. Perform special assignments and projects as assigned.

Knowledge, Skills and Abilities

1. Ability to maintain professional relations with the staff and consultants of other housing agencies. Extensive knowledge working with local governments and non-profit organizations. Ability to establish and maintain relationships with a variety of individuals at different organizational levels, such as managers, peers, employees from other divisions and agencies, local units of governments, agencies and organizations involved in housing fund administration, to ensure that work is completed appropriately and to gain maximum cooperation and effectiveness in managing grants and contracts
2. Ability to establish and maintain effective working relationships with grantees to gain maximum cooperation in program operations

3. Knowledge of the Housing Cost Reduction Initiative (HCRI) program
4. Knowledge of the HOME Homebuyer and Rehabilitation (HHR) Program
5. Ability to travel statewide
6. Ability to manage time and prioritize projects within established deadlines and handle multiple tasks simultaneously
7. Knowledge of policy development and analysis methods and techniques
8. Effective oral and written communication skills. Customer service and excellent interpersonal oral and written communication skills.
9. In-depth knowledge of, and ability to proficiently use, complex personal computer applications including databases, spreadsheets, word processing, and email . Good knowledge of Microsoft Office software products to monitor, analyze and communicate information.
10. Ability to use Purchase Plus and Extensive knowledge of HUD Integrated Disbursement Information System (HDIS) reports
11. Ability to prepare accurate and timely budget and financial information within targeted deadlines
12. Knowledge of the policies and procedures for analyzing law changes
13. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
14. Ability to assist in developing and implementing policies and procedures based on legislative or other changes
15. Ability to provide technical assistance and training to local governments, non-profit organizations and other agencies to explain policies and procedures as they relate to management and appropriate use of housing funds.
16. Extensive knowledge in preparing and maintaining records and reports for an effective administration of funding.
17. Extensive knowledge assessing performance of organizations and individuals to make appropriate improvements or take corrective action.
18. Ability to collect and analyze data and interpret information to proceed with appropriate actions.
19. Ability to analyze and evaluate policies, procedures, and systems for effectiveness Analytical/problem solving skills
20. Skill in negotiation, conflict resolution and consensus building with diverse stakeholders.
21. Knowledge of administrative codes and federal and state rules regarding contractual agreements.