CDBG Program Representative - Contractor - (200004OJ)

Official Title: Program Coordinators

Functional Title: CDBG Program Representative - Contractor

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Administrative Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Jun 24, 2020, 2:02:42 PM

Number of Openings: 1

Salary: $40.56 - $40.56 Hourly

Bargaining Unit: NA

Confidential: No

The CDBG Program Representative Contractor serves as the Community Development Block Grant (CDBG) program representative to assigned communities. Provides general support and technical assistance to communities. Serves as a liaison to state government for assistance a community might require.

Assists program manager with special projects and additional duties including, but not limited to: coordinating program training and preparing informational materials regarding CDBG program activities and accomplishments. Under direction provides support to Neighborhood Stabilization Program (NSP) programs and Community Investment Tax Credit Program (CITC), as well as the CDBG-CV fund response to COVID-19.

DetaIed Statement of Duties and Responsibilities:
1. CONTRACT MANAGEMENT AND ADMINISTRATION: manages grant contracts between Department of Housing and Community Development (DHCD) and cities and towns. Responsible for the timely and accurate processing of grant-related documents; review and analysis of quarterly and other related reports from grantees; maintenance of accurate and up-to-date grantee-related information in computerized and paper filing systems.
2. MONITORING: conducts on-site field monitoring in accordance with monitoring plan and desk reviews of grantees to evaluate performance relative to grant agreements and all federal and state program policies, procedures and regulations; provides assistance and support to municipalities in resolving contract issues.
3. TECHNICAL ASSISTANCE: maintains current and accurate knowledge of federal and state program policies, procedures and regulations and uses it to provide training, technical assistance and support to municipal grantees in the areas of application preparation, funding eligibility and program implementation, and in complying with state and federal program requirements. Also keeps abreast of other activities in assigned communities and provides coordinated assistance to all communities.
4. COMMUNITY AND PUBLIC RELATIONS: responds to requests for information and assistance from grantees and non-grantee municipalities regarding Division of Community Services programs and other programs and resources both within DHCD and outside the agency in a timely and responsive manner.
5. APPLICATION REVIEW: reviews and evaluates grant applications utilizing a detailed process designed to ensure the selection of projects meeting strict federal and state program requirements.

6. PROGRAM MATERIALS DEVELOPMENT: assists in designing, developing and revising funding applications to reflect periodic changes in program design and on-going improvements to the application format; assists in evaluating and improving the grant application evaluation process to incorporate program revisions and refinements. Assists in developing or revising of other program documents as necessary.

7. PROGRAM AND POLICY DESIGN: works with other division members to develop and recommend coordinated responses to communities' needs and assists in developing/revising programs to address those needs through policy and program design.

8. TECHNICAL EXPERTISE: serves as a technical assistance and training resource to communities and DHCD staff including acquiring subject-matter expertise in a specialized area (e.g., economic development in small towns, lead-based paint, federal labor standards, etc.) and sharing that expertise with staff and communities.

9. ADMINISTRATION: participates constructively in Division-related administrative activities in order to gain and share information within the Division, and ultimately with communities as appropriate.

10. Maintains web-based program files, records and database.

11. Other duties as assigned.

PREFERRED QUALIFICATIONS
1. Occasional travel is a requirement of this position. Some evening work may be necessary as part of the regular duties of this position. Possession of a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state is required.

2. Ability to communicate effectively in oral and written expression.

3. Ability to meet deadlines with narrow time constraints.

4. Ability to work independently and as part of a work unit.

5. Willingness to accept supervision and direction while exercising significant discretion and self-direction in daily responsibilities.

6. Ability to understand, explain and apply community/economic development practices given existing conditions, and administrative practices for effective and efficient operations.

7. Knowledge of municipal government operations required.

8. Familiarity with automated data base applications and/or management information systems preferred.

9. Ability to identify municipal planning and management issues and concerns in grantee communities and to work with appropriate Division staff in addressing their resolution.

10. Experience in program development, provision of technical assistance to municipalities and/or state/local relations desirable.


EXTERNAL COMMENTS:
Please upload cover letter and resume.

This is a contract position working up to 37.5 hours per week. The hourly rate for this position is $40.56. The estimated contract start date is 07/26/20 with a contract end date of 07/24/21. The contract may be extended based on availability of additional funding.

Benefits are unavailable with the exception of sick leave accruals.

State and federal taxes will be withheld. In addition, the contractor must participate in the Alternative Retirement Program mandated by federal law.

All employees will be paid on a biweekly basis and must have direct deposit.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.
MISSION STATEMENT:
Department of Housing and Community Development (DHCD) is within Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD’s mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

QUALIFICATIONS:
MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, supervisory, managerial or administrative experience in public administration, business administration or business management, and (B) of which at least two years must have been in grants management, contract administration or contract management work, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:
I. An Associate’s degree with a major in business administration, public administration, or business management may be substituted for a maximum of one year of the required experience.*

II. A Bachelor’s or higher degree with a major in business administration, or business management, may be substituted for a maximum of two years of the required experience.*

*Education towards such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Note: No substitutions will be permitted for the required (B) experience.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie Lalli - 617-573-1100

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

HOW TO APPLY
Apply online at https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=200004OJ