

CSBG Coordinator - (23002VI)

Department of Housing and Community Development (DHCD) is seeking a Community Services Block Grant (CSBG) Coordinator/PCIII for the Division of Community Services!

AGENCY MISSION:

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.

OVERVIEW OF ROLE:

The Program Coordinator is responsible for coordinating performance management activities related to federally-funded anti-poverty programs (also known as Community Action Agencies) and other topics for the Community Services Unit and the Division of Community Services. To ensure compliance with established standards for the Community Services Block Grant (CSBG). The Program Coordinator reviews, evaluates and analyzes data concerning CSBG and CSBG Special Projects to report out on performance standards and federal mandates. Devises methods of accomplishing program objectives in consultation with the Administration's Goals and Objectives whenever necessary. Provides performance management reporting through the reporting of National Goals and Outcome Measures for CSBG and other projects. Assists in technical assistance and training for staff and sub-grantees regarding Results Oriented Management and Accountability (ROMA) reporting, CSBG monitoring, and other topics as required. Maintains oversight of program reporting requirements, in conjunction with the Community Services Unit management

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Performance Management:

- Assists in the development, coordination and implementation of performance measures and outcomes through the National Goals and Outcome Measures for CSBG, CSBG Special Project grants and State funded initiatives.
- Coordinates the preparation of the Results Oriented Management and Accountability (ROMA) process for performance management and program coordination for staff and sub-grantees.

2) Reporting:

- Coordinates the development and implementation of CSBG related reports within the DHCD E-Government data collection and reporting system for Community Action Agencies (CAAs).
- Prepares statewide program reports and updates, including an annual report, to summarize State and grantee performance.

3) Training and Technical Assistance to Staff & Grantees:

- Develops training/workshop curriculum for program grantees regarding ROMA and other topics as required

4) Monitoring & Coordinating:

- Coordinates the annual CSBG monitoring process with direction from Community Services Supervisor and in conjunction with other DHCD staff.
- Provides programmatic input for contracts on CSBG, CSBG Special Projects, Earmarks and State funded initiatives.
- Contributes to and helps coordinate the preparation of CSBG funding guidelines, policies and procedures, reports and regulations.

5) Orientation:

- Develops and implements orientation program for new CSU employees as directed by Community Services Supervisor.

6) Budgeting:

- Reviews and negotiates budgets, work plans for assigned grantees.

7) Regulations & Guidelines:

- Interprets and communicates to Sub-grantees federal and state regulations and guidance governing the fiscal, programmatic and technical operations of funding awards.

8) Information Requests:

- Responds to requests from department staff, other DHCD staff, government agencies, and members of the public.

PREFERRED QUALIFICATIONS:

1. It is preferred that incumbent have an active Nationally Certified ROMA professional or the ability to secure certification within one year of hire.
2. Demonstrated technical experience and knowledge of data collection systems design and analysis is essential.
3. At least intermediate proficiency using Microsoft Word, Excel, PowerPoint, Teams and SharePoint.
4. Experience in planning and designing proposal criteria.
5. Ability to effectively implement and coordinate anti-poverty prevention grants and special projects.
6. Demonstrated experience in establishing performance goals and measurement systems, and in the provision of technical and management assistance to service delivery networks.
7. Experience in effectively interacting and communicating with local, statewide and national organizations.
8. Demonstrated ability to formulate, implement and monitor corrective action remedies.
9. Excellent analytical, writing and public speaking skills.

COMMENTS:

Please upload resume and cover letter.

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

QUALIFICATIONS:

First consideration will be given to those applicants that apply within the first 14 days.

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required (A) experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) experience.*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required (A) experience.*

*Education toward 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.

Comprehensive Benefits

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

Official Title: Program Coordinator III

Functional Title: CSBG Coordinator

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: Feb 28, 2023, 9:29:08 AM

Number of Openings: 1

Salary: \$68,016.52 - \$98,517.12 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

Hybrid Work Eligible: Yes

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Jessica Molina - 8572480160

Executive Order #595: As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

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

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet

100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=230002VI>