

CSBG & LIHEAP Program Representative - (200006P5)

Official Title: Grants Management Spec III

Functional Title: CSBG & LIHEAP Program Representative

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

Job: Accounting and Finance

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Oct 5, 2020, 3:38:26 PM

Number of Openings: 1

Salary: \$58,390.54 - \$83,591.56 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

Description

The CSBG and LIHEAP Program Representative is responsible for administering federal funding for the delivery of energy and anti-poverty related services to low income families and households residing in the communities of the Commonwealth of Massachusetts. The incumbent works with a network of Community Action and Fuel Assistance Agencies, the Community Services Block Grant (CSBG) and the Low Income Home Energy Assistance Program (LIHEAP), which allocates approximately \$235 million throughout the Commonwealth to assist low-income residents with poverty prevention services.

Duties include monitoring, evaluating and providing technical assistance to sub-grantees who receive Federal & State funding for the delivery of energy services, emergency housing assistance, neighborhood economic development and related poverty prevention assistance to households in the Commonwealth. The incumbent oversees and monitors contract compliance for both CSBG and LIHEAP, provides administrative program guidance, through site visits, review of progress reports, technical assistance and corrective action plans, etc. and prepares monitoring assessment reports and updates of site and board monitoring visits.

The ideal candidate has experience in grants management, contract compliance with a general understanding of fiscal roles and responsibilities. The incumbent has a demonstrated ability to foster collaborative relationships with others and be able to defuse crisis situations, conveying necessary information calmly and effectively. Finally, the ideal candidate has demonstrated proficiency using Microsoft Outlook, Word, Excel, and PowerPoint.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. Monitors and evaluates activities of assigned sub-grantees; provides guidance and technical assistance in areas of program implementation, organizational management, service delivery, and data management/reporting.
2. Monitors contract compliance, including Community Services Block Grant (CSBG) Community Action Plans and budgets as well as Low Income Heating Energy Assistance Program (LIHEAP)

administrative guidance, through remote and onsite assessments and review of reports, corrective action plans, progress statements, etc.

3. Recommends and provides guidance for sub-grantees that may include the areas of Board training and governance, fundraising, community outreach, strategic planning and project development.
4. Leads onsite and remote monitoring assessments; manages timelines, communicates with sub-grantees, collects and reviews documentation, analyzes information, and prepares monitoring reports including corrective action plans, as necessary. Responsible for pursuing and resolution of outstanding concerns and items.
5. Negotiates budgets, work plans, contract provisions for review and approval by the appropriate management staff.
6. Assists in policy and program development activities, as needed.
7. Interprets and communicates to sub-grantees, federal and state regulations and guidance governing the fiscal, programmatic and technical operations of the programs.
8. Performs other related activities as assigned by the supervising manager or Director.

PREFERRED QUALIFICATIONS:

1. Strong ability to identify, analyze and solve problems.
2. Able to communicate effectively (both orally and in writing) with diverse populations including community residents and professionals in the public and private sectors.
3. Ability to manage multiple priorities and meet deadlines.
4. Able to respond to and defuse crisis situations.
5. Demonstrated ability to interpret federal and state policies, statutes and regulations.
6. General understanding of financial management and accounting
7. Ability to interpret financial reports, budgets and audits.
8. Has knowledge of DHCD programs and software/applications specific to Division/Unit programs.
9. Demonstrated proficiency using Microsoft Outlook, Word, Excel, and PowerPoint.

MISSION STATEMENT:

The Department of Housing and Community Development (DHCD) is within the 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.

COMMENTS:

Please upload resume and cover letter.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

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 (by 10/19/20).

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.

Special Requirements: None.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie Lalli - 617-573-1254

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=200006P5>