

COMMUNITY DEVELOPMENT PROGRAM MANAGER

The Town of Ayer is committed to the full inclusion of all qualified individuals and, as part of this commitment, will provide reasonable accommodation to perform essential job functions as required by law.

DEFINITION

This position is responsible for managing the Community Development Block Grant (CDBG) Program and other federal grant programs for the municipality. Responsibilities also include overseeing the budget development and monitoring, financial transactions, regulatory compliance, and required reporting in regard to the CDBG Program. Position collaborates with public and private partners to support services for low- and moderate-income households and to develop new initiatives. The position provides professional administrative and program management support to the Office and Director of Community & Economic Development and the Affordable Housing Trust and Affordable Housing Committee serves as liaison for coordination and communication across departments and partner organizations.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Manages all aspects of the Community Development Block Grant (CDBG) program, including budgeting, applications, program design, project oversight, compliance, reporting, and coordination with subrecipients.
- Verifies compliance with federal, state, and local regulations for all grant-funded activities, including environmental reviews, financial documentation, and required reporting.
- Supports office preparation of grant applications, strategic plans, budgets, memos, agendas, minutes, program updates, correspondence, and public hearing materials.
- Coordinates program activities across municipal departments, community groups, contractors, consultants, and state or federal agencies.
- Monitors subrecipients, contractors, and program participants to ensure adherence to grant, procurement, and program requirements.
- Analyzes payment requests, audits expenditures, and maintains program financial records in accordance with accounting procedures.
- Processes accounts payable, invoices, reconciliations, payroll information, cash receipts, and financial reports for grant and departmental operations.
- Maintains program databases, case files, contractor files, financial documentation, and project records; enters and tracks data in financial and grant management systems.
- Responds to public inquiries, , and conducts outreach through meetings, public hearings, websites, and social media.
- Supports affordable housing initiatives by staffing committees, preparing materials, recruiting members, maintaining records, and coordinating community forums.
- Oversees local housing assistance programs by reviewing applications, verifying eligibility, coordinating approvals, and assisting applicants.
- Plans and organizes community development events and activities, ensuring coordination and oversight.
- Collaborates with municipal departments and community partners to connect residents with social service resources and maintain updated resource lists.

- Review development proposals and advise on the Town's Inclusionary Housing Bylaw and affordable housing policies and community development goals.
- Oversight of State SHI list and Affordable Housing monitoring system.
- Maintains office operations by handling clerical tasks, ordering supplies, organizing files, and supporting departmental staff.
- Attends meetings, conferences, and training sessions to remain current with grant, housing, and community development requirements.
- Performs related duties as required.

SUPERVISION RECEIVED

The employee plans and prioritizes the work independently in accordance with standard practices and previous training and is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor.

JUDGMENT AND COMPLEXITY

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions and determining actions to be taken within the limits of standard or accepted practices.

NATURE AND PURPOSE OF CONTACTS

Contacts are with co-workers, vendors, the public, and representatives of civic or professional organizations. The employee represents the organization in matters of departmental practices, procedures, regulations, or guidelines, and is called upon to tactfully discuss controversial matters and ease interactions with dissatisfied customers.

CONFIDENTIALITY

The employee has regular access to confidential records and information at the department level requiring discretion in interactions, attention to detail in handling information and records, and responsibility for following security protocols.

MINIMUM QUALIFICATIONS

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- Bachelor's degree in accounting or management, or related field.
- 3 to 5 years of related experience in accounting or local government financial management.
- Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local grant regulations, including CDBG requirements and related compliance standards; accounting principles, financial recordkeeping, budgeting practices, and grant finance procedures; office procedures, clerical practices, and document management systems; community development concepts, municipal operations, and relevant organizations and agencies
- Ability to organize, maintain, and reconcile detailed financial, statistical, and program records with accuracy; work independently, prioritize tasks, manage multiple deadlines, and meet time-

sensitive reporting requirements; communicate, and community and professionally in writing and verbally with staff, officials, community stakeholders, contractors, and the public; collaborate effectively with municipal departments, grant partners, subrecipients, and state and federal agencies; plan and coordinate public meetings, hearings, community events, and outreach activities; analyze information, solve problems, and make recommendations consistent with program goals and regulations. Ability to interact tactfully and respectfully with the public while providing assistance and program information

- Skills in handling multiple administrative tasks, including data entry, file management, purchasing, and clerical support; using word processing, spreadsheet, and database systems to prepare reports, maintain records, and manage financial and program data; technical writing for grant applications, reports, correspondence, and program documentation; and maintaining confidentiality, exercising sound judgment, and applying departmental policies and procedures.

PHYSICAL & ENVIRONMENTAL WORKING CONDITIONS

The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Works primarily indoors in an office setting.
- When performing administrative functions, sits or stands, with intermittent periods of stooping and walking; the position will require occasional field work consisting of door-to-door surveying often in small groups.
- Applies motor skills to move objects, file and sort documents, and use office equipment such as telephones, and computers.
- Routinely reads documents for general understanding and analytical purposes, including handwriting, maps, applications, invoices and forms; inspects surroundings and fine details to assess conditions of materials, office equipment, and buildings; and reviews detailed information displayed on a computer screen.