

## **CDBG Program Representative (Temp 1 year with benefits) - (230002UD)**

### **DHCD is seeking a CDBG Program Representative/Grants Management Specialist III in the Division of Community Services!**

#### **AGENCY MISSION:**

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.

#### **OVERVIEW OF ROLE:**

Serves as 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: coordinated program training and informational materials regarding CDBG program activities and accomplishments; data analysis/visualization and policy formulation related to CDBG Coronavirus Aid, Relief, and Economic Security Act (CARES) funds. Performs quality control across CDBG grants to ensure completeness and accuracy of data, as needed. Under direction provides support to Neighborhood Stabilization Program (NSP) and other CDU programs including Community Investment Tax Credit Program (CITC) and Massachusetts Downtown Initiative (MDI).

#### **DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

##### **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 & REVIEWING:**

- 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.
- Reviews and evaluates grant applications utilizing a detailed process designed to ensure the selection of projects meeting strict federal and state program requirements.

##### **3) TECHNICAL EXPERTISE AND 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.
- Keeps abreast of other activities in assigned communities and provides coordinated assistance to all communities.
- Serves as a technical assistance and training resource to communities and DHCD staff including acquiring and providing a high level of expertise in a specialized area (e.g., economic development in small towns, lead-based paint, federal labor standards) and sharing that expertise with staff and communities.
- Maintains web-based program files, records and database.

#### **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) PROGRAM AND POLICY DESIGN AND PROGRAM MATERIALS DEVELOPMENT:**

- Works with other division members to develop and recommend coordinated responses to communities' needs and assist in developing/revising programs to address those needs through policy and program design.
- 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.

#### **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.
2. Ability to communicate effectively in oral and written expression.
3. Ability to understand, explain and apply community/economic development practices given existing conditions and administrative practices for effective and efficient operations.
4. Knowledge of municipal government operations.
5. Familiarity with automated database applications and/or management information systems preferred.
6. Ability to identify municipal planning and management issues and concerns in grantee communities and to work with appropriate Division staff in addressing their resolution.
7. Experience in program development, provision of technical assistance to municipalities and/or state/local relations desirable.
8. Proficiency using Microsoft Word, Excel, PowerPoint.

#### **COMMENTS:**

**This is a 1-year position with benefits. The end date may be extended based on availability of funding.**

**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, 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.

### 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:** Grants Management Spec III

**Functional Title:** CSBG 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:** Feb 24, 2023, 3:35:30 PM

**Number of Openings:** 1

**Salary:** \$62,268.18 - \$89,143.08 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=230002UD>