



Title: Housing & Development Grants Coordinator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Neighborhood and Revitalization Manager.
This classification may supervise or lead contract, temporary or fixed term employees.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of three years related experience. Requires working knowledge of specialized practices and procedures.
- **Licenses/Certifications/Special Requirements:** None

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Degree in Accounting, Finance, Business or related field

JOB SUMMARY

The purpose of this position is to coordinate, implement and monitor Federal grants from the U.S. Department of Housing and Urban Development (HUD). This is accomplished by performing program development, regulatory reporting and grantee management. Coordinates the Community Development Block Grant Program (CDBG) and housing grants and ensuring programs meet regulatory objectives identified in HUD and Council approved plan documents. This position works closely with citizens, management, Council members and a wide variety of public and private agencies.



City of Peoria

HUMAN RESOURCES

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Oversees grantee interactions with the City and works to resolve legal issues or non-compliance and ensures regulatory compliance with federal, state and local laws including Davis Bacon requirements. Serves as the primary contact to grantees, provides training and technical assistance to sub-recipients and contractors, and evaluates and analyzes on-site reports and results.
2	Prepares, monitors and reports grant and program budgets. Completes grant related expenditure review, reconciliation and reimbursement. Oversees revenue generation, reporting and forecasting. Researches and analyzes financial performances against contractual obligations. Provides project budget, expenditure and revenue information in HUD's financial reporting systems.
3	Plans and researches use of funding for the long-range reporting of 5-years, and the short range reporting of one year in alignment with the Council 's established goals in compliance with the HUD federally mandated regulations. Ensures reporting deadlines are met, grant reconciliation is completed, and submits required performance reports to HUD including the Consolidated Annual Performance and Evaluation Report (CAPER).
4	Oversees the grant application process and provides system administration for related software. Reviews, interprets and analyzes grant applications. Performs grant rankings and recommendations to management and Council Subcommittee members. Coordinates applicant hearing schedule between Council, City Staff and applicants and implements grantee legal contracts.
5	Performs public outreach, public speaking, training, technical assistance and represents the City at public functions and ceremonies. Communicates with the general public, other City employees, vendors, contractors, federal agencies, other cities and public officials.



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HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

None required.