

ORANGE COUNTY CLASS SPECIFICATION

TITLE: COMMUNITY DEVELOPMENT PROJECT MANAGER **GRADE:** 17

TITLE ABBREVIATION: COMM DEV PROJECT MANAGER **TITLE NO.:** 561780

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: COMMUNITY DEVELOPMENT

SUPERVISOR'S TITLE: DIRECTOR OF COMMUNITY DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the planning, development, administration, implementation, and oversight of federally funded community development programs and projects administered by the Office of Community Development. Activities may include housing rehabilitation, acquisition and construction; public services and facilities; infrastructure improvements; and other eligible housing and community development activities. Responsibilities include interpreting and implementing federal grant requirements; developing policies and procedures; evaluating projects and funding applications; conducting regulatory, environmental, and financial compliance reviews; administering contracts and agreements; monitoring projects and funding recipients; overseeing project budgets and expenditures; maintaining housing loan portfolios; coordinating citizen participation requirements; and preparing required plans and reports. The work requires substantial knowledge of federal grant requirements and the ability to interpret complex regulations and apply them to individual programs and projects. The incumbent exercises independent judgment in determining project eligibility and compliance, evaluating financial and contractual requirements, and identifying and resolving issues affecting project performance or federal funding. Frequent contact is required with municipalities, subrecipients, developers, property owners, contractors, consultants, lending institutions, engineering and architectural firms, community organizations, governmental agencies, public officials, and members of the public. Work is performed under the general supervision of the Director of Community Development with wide latitude for the exercise of independent judgment in carrying out assigned responsibilities. Direct supervision may be exercised over Community Development staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, implements, and updates policies, procedures, standards, and internal controls to ensure compliance with federal grant and applicable cross-cutting requirements;

Interprets and applies federal regulations and program requirements in the development, administration, implementation, and monitoring of Community Development programs and projects;

Develops and administers application, proposal, and funding processes; evaluates applications and proposals for eligibility, feasibility, financial capacity, regulatory compliance, and program benefit; and makes recommendations for funding awards;

Evaluates project budgets, cost estimates, sources and uses of funds, and other financial documentation to determine the eligibility, reasonableness, necessity, and allowability of project costs;

Conducts environmental reviews in accordance with the National Environmental Policy Act (NEPA), HUD regulations at 24 CFR Part 58, and other applicable environmental requirements;

Prepares, processes, coordinates, and reviews procurement, contractual, legal, and financial documents, including bid packages, agreements, contracts, amendments, regulatory agreements, notes, mortgages, security instruments, and related documents;

Coordinates procurement and contracting activities and participates in bid openings, pre-construction meetings, contract signings, project meetings, and other proceedings as required;

Manages and monitors Community Development projects from award through completion and closeout to ensure compliance with applicable regulations, approved scopes of work, budgets, agreements, schedules, and performance requirements;

Conducts desk and on-site monitoring of municipalities, subrecipients, developers, property owners, contractors, and other funding recipients; identifies deficiencies and required corrective actions and monitors their resolution;

Conducts or coordinates project inspections to verify progress, completion of approved work, contractual compliance, and eligibility of expenditures;

Provides technical assistance, guidance, and training to funding recipients, municipalities, developers, contractors, consultants, staff, and other program partners regarding program requirements, procedures, documentation, and corrective actions;

Identifies and resolves regulatory, administrative, contractual, financial, and project implementation issues and prepares and processes amendments to project scopes, budgets, contracts, agreements, and schedules as necessary;

Reviews invoices, vouchers, reimbursement requests, and supporting documentation for accuracy, eligibility, and compliance; processes payments and federal drawdowns and reconciles project financial information;

Maintains and analyzes program, project, beneficiary, accomplishment, and financial information in HUD and County information systems and ensures the accuracy and completeness of required reporting;

Assists in the preparation, submission, amendment, and administration of the Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and other required plans and reports;

Coordinates public notices, hearings, comment periods, and other citizen participation requirements;

Maintains program and project records in accordance with applicable federal and County recordkeeping and records-retention requirements;

Administers and services the Office of Community Development's portfolio of housing rehabilitation, rental housing production, homebuyer assistance, and other housing-related loans and financial assistance, including subordinations, satisfactions, assignments, repayments, releases, and related transactions;

Monitors affordability periods, occupancy requirements, property restrictions, regulatory agreements, and other continuing compliance requirements associated with federally assisted housing projects;

Coordinates with County departments, legal counsel, governmental agencies, consultants, and other parties regarding project implementation, contracts, procurement, financial management, regulatory compliance, and closeout;

Prepares correspondence, reports, analyses, recommendations, monitoring reports, and other written materials concerning Community Development programs and projects;

May assign, supervise, and review the work of Community Development staff;

Performs other duties as assigned by the Director of Community Development.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of federal grant and community development program administration; Thorough knowledge of federal laws, regulations, and requirements applicable to programs administered by the Office of Community Development, including HUD program requirements; CDBG; HOME; ESG; 2 CFR Part 200 Uniform Guidance; NEPA and 24 CFR Part 58; Uniform Relocation Act requirements; Davis-Bacon and related labor standards; Section 3; Build America, Buy America requirements; accessibility requirements; civil rights and fair housing requirements; and other applicable federal cross-cutting requirements; Good knowledge of the principles and practices of project management, contract administration, procurement, financial management, budgeting, construction and rehabilitation, and grants management; Ability to read, interpret, analyze, and apply complex statutes, regulations, guidance, contracts, agreements, policies, and procedures; Ability to develop and implement policies, procedures, internal controls, and administrative systems necessary to ensure program and regulatory compliance; Ability to evaluate the eligibility, feasibility, financial structure, performance, and regulatory compliance of community development and housing activities; Ability to analyze budgets, cost estimates, invoices, funding sources, and other financial information; Ability to identify compliance deficiencies, determine appropriate corrective actions, and follow matters through resolution; Ability to plan, organize, coordinate, and manage multiple complex projects and priorities within established deadlines; Ability to prepare and review contracts, agreements, reports, plans, monitoring documentation, correspondence, and other complex written materials; Ability to communicate complex regulatory and program requirements clearly and effectively and provide technical assistance and training; Ability to establish and maintain effective working relationships with governmental officials, municipalities, funding recipients, contractors, consultants, community organizations, lending institutions, staff, and the public; Ability to plan, assign, supervise, and review the work of others;

Ability to effectively use computer applications, including word processing, spreadsheets, databases, financial management, electronic records management, and federal grant reporting systems; Ability to exercise sound independent judgment and discretion in administering federally funded programs and resolving complex project and compliance issues; Initiative and resourcefulness; sound professional judgment; tact; attention to detail; organizational ability; integrity; ability to communicate and deal effectively with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Master's Degree in planning, community/economic/real estate development, architecture, engineering, law, environmental science, finance, business, or related field and two (2) years of full-time professional experience in community/economic/real estate development, underwriting, construction, project/grant management, engineering, or planning; OR
- (B) Bachelor's Degree in one of the subjects listed in (A) and three (3) years of experience as described in (A); OR
- (C) Completion of sixty (60) credit hours and five (5) years of experience as described in (A) above.

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.