

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 planning and managing functions of the Office of Community Development related to federally funded community development activities including the rehabilitation and construction of residential buildings, public services and facilities, and infrastructure improvements. Areas of responsibility include development and implementation of policies and procedures based on federal grant regulations, project development, compliance, financial management, citizen participation, contract administration, preparation of plans and reports, and monitoring. The work involves frequent contact with program applicants, developers, project owners subrecipients, contractors, lending institutions, engineering firms, community organizations, and public officials. Work is performed under general supervision of the Director of Community Development with wide latitude allowed for the exercise of independent judgment in carrying out the details of the work. Direct supervision may be exercised over Community Development staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Formulates and implements policies and procedures to ensure all community development activities comply with grant and cross-cutting regulations;

Develops and leads application and proposal processes to administer grant funding; Reviews all applications and proposals and makes recommendations for awards;

Evaluates budgets and conducts cost/benefit analyses on proposed community development activities; Ensures all grant funded activity costs are allocable, allowable, reasonable and necessary;

Conducts National Environmental Policy Act (NEPA) Part 58 environmental reviews;

Prepares and reviews a variety of legal documents including bid packages, municipal and subrecipient agreements, regulatory agreements, notes and mortgages, lending instruments, contracts and legal advertisements;

Manages, monitors, and inspects all Community Development projects to ensure all agreement specifications are completed on time;

Attends and/or conducts bid openings, contract signings, and meetings to explain processes and reinforce required documentation;

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Resolves problems that arise during and after completion of community development activities;

Prepares, reviews, and processes justification for all amendments to contracts and agreements;

Provides technical assistance and training for subrecipients, staff, municipalities, developers, owners, and other partners to enhance performance as needed;

Analyzes and inputs activity data into reporting systems, including HUD's Integrated Disbursement Information System (IDIS);

Assists with the development and submission of the Consolidated/Annual Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and other plans/reports as required;

Maintains project records according to HUD recordkeeping regulations;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of state and federal laws and regulations governing programs and projects funded through OCD including: U.S. Housing and Urban Development (HUD) regulations, HOME, CDBG, ESG, ADA, 2 CFR 200 Uniform Guidance, Uniform Relocation Act, Davis-Bacon, Section 3, Equal Employment Opportunity, and Civil Rights Acts; Ability to comprehend federal regulations and implement them through the development and enforcement of policies and procedures; ability to assist in organization and management of departmental programs and procedures; knowledge of basic inspection techniques; ability to review building and infrastructure plans and specifications; ability to estimate budgets for community development activities; ability to plan and supervise the work of others; ability to understand complex oral and written directions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to prepare written reports and maintain records; ability to establish and maintain good working relationships; initiative and resourcefulness; good judgment; tact; ability to communicate and deal effectively with others; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- (A) Master's Degree in planning, community development, architecture, civil or construction engineering, law, environmental science, real estate development, finance, business, or related field and one (1) year of full-time professional experience in real estate development or underwriting, construction, project management, grant management, engineering, or planning; OR
- (B) Bachelor's Degree in planning, community development, architecture, civil or construction engineering, law, environmental science, real estate development, finance, business, or related field and two (2) years of experience as described in (A); OR
- (C) Completion of sixty (60) credit hours and four (4) 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.

REVISED: 01/21/2023