



# GRANT AND HOUSING SUPERVISOR

## EMPLOYMENT OPPORTUNITY JOB # 18091

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### **SALARY**

\$70,028.00 - \$96,639.00 ANNUALLY  
PLUS EXCELLENT BENEFITS

**APPLICATION DEADLINE:** Friday, March 16, 2018 at 5:00 PM  
(Position Opened: Friday, February 16, 2018)

**STATUS:** REGULAR FULL-TIME  
FLSA EXEMPT/EXCLUDED

**WORK HOURS:** STANDARD 40 HOUR WORKWEEK

### **SUMMARY:**

Under general direction, supervises and administers the city's housing activities and community development grant programs from the U.S. Department of Housing and Urban Development (HUD) for the city of Thornton.

### **ESSENTIAL FUNCTIONS:**

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Responsible for the execution and management, including evaluating and addressing any issues with the Community Development Block Grant (CDBG) program, and supervision of the city's housing initiatives. Provides overall direction for these programs, develops and updates procedures, guides others through the processes and ensures the city will successfully accomplish the goals, objectives and priorities of the programs and plans.

Maintains compliance with HUD requirements and city policies. Interprets complex federal regulations and applies correctly to grant and housing programs. Researches new HUD policies and proposed rules, identifies impacts to the grant programs and recommends ways to respond effectively.

Coordinates, creates and submits the city's Consolidated Plan, which includes annual action plans and performance evaluation reports. Develops, implements and updates other plans and reports for the federal government and city on HUD grants and housing, including the city's Housing Needs Assessment. Works with the lead agency on the HOME consortium regarding intergovernmental agreements, quarterly reports and HOME projects happening in the city.

Prepares council communications, resolutions and presentations. Coordinates and conducts presentations, community meetings and trainings. May present to City Council.

Works to achieve housing goals, including taking actions to increase the amount of affordable and accessible housing throughout the community, reduce or prevent homelessness and affirmatively further fair housing.

Oversees HUD-funded projects including performing or supervising project eligibility verification, environmental review process, field inspections and contractor certifications, developing project agreements with the city's legal department and contracts staff, providing guidance to grant recipients, and auditing document reporting on activities.

Responsible for ensuring reports, forms and information in HUD's financial reporting system are accurate, complete and submitted by the deadline.

Manages grant and project budgets and activity balances for appropriate use and timing; authorizes expenditures of grant funds, including reviewing and approving project change requests and invoices. May prepare applications for new HUD grants or programs that become available.

Supervises and directs the activities of assigned staff; makes recommendations regarding hiring, discipline, termination or advancement of employees. Assigns work, and monitors progress; guides, trains and develops employees in the accomplishment of their duties and professional growth; writes and conducts evaluations.

Acts as key contact on HUD grants with external organizations at the federal, state, and local level. Works collaboratively with local organizations and city departments to inform and guide on requirements and processes of the funding programs.

May facilitate tasks forces, boards, or committees.

May be required to travel and/or work outside business hours.

Performs other related duties as assigned.

### **QUALIFICATIONS:**

#### **Education/Experience:**

Bachelor's degree from an accredited college or university in Planning, Public Administration, Finance or related field; three to five years' experience in administering grants and two years in a supervisory or lead role required. Equivalent combinations of education and experience may be considered.

#### **Licensing/Certification Requirements:**

Valid Colorado driver's license with a safe driving record.

### **TESTING PROCEDURES:**

Your application will be used as a screening tool. Completeness and accuracy are important! Any false or untrue statements or material omissions in the application and related paperwork or during the selection process could disqualify you from consideration.

The City of Thornton conducts pre-employment drug testing and a background investigation as a condition of employment.

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APPLICATIONS MAY BE COMPLETED ONLINE AT:  
<http://www.cityofthornton.net>

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### **AN EQUAL OPPORTUNITY EMPLOYER**

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### **GRANT AND HOUSING SUPERVISOR Supplemental Questionnaire**

\* 1. Select the highest level of education that you have completed.

- Do NOT have High School Diploma or GED
- High School/GED
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree or higher

- \* 2. Select the number of years of professional experience you have supervising others, whether directly or as a project lead.
  - None
  - Less than 1 year
  - 1 to less than 2 years
  - 2 to less than 3 years
  - 3 to less than 4 years
  - 4 to less than 5 years
  - More than 5 years
- \* 3. Describe your experience with CDBG or other HUD grant programs or administration
- \* 4. Tell us about your experience working with programs or projects to increase the amount of affordable housing. What funding sources were used?
- \* 5. Do you have a valid driver's license?
  - Yes
  - No
- \* 6. In regard to your driving history, have you had any suspensions, cancellations, denials, revocations or any other loss of license in the last 3 years?
  - Yes
  - No
- \* 7. In regard to your driving history, have you been convicted of reckless or careless driving in the last 3 years?
  - Yes
  - No
- \* Required Question