



Development Services Program and Resource Manager

Department: Development Services

SUMMARY: Coordinates grant administration, neighborhood revitalization, housing rehabilitation and revenue development and identifies and secures sources of revenue to benefit the City. Revises procedures for maximum efficiency and effectiveness. Coordinates and manages various projects and activities for the department. Assists with identification of new grant funding that may assist departments/divisions in meeting their goals and objectives. Acts as resource to others for understanding requirements of federal, state, and other grant funding sources. Establishes and maintains effective relations with various internal and external individuals.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following*

Serves as lead on grants, neighborhood revitalization, revenue development and housing rehabilitation issues.

Manages pre and post award activities that may include working with City staff and/or citizens as grant-funded projects and revenue generation projects are implemented.

Works closely with Finance staff to assist with creation of budget functions to support requirements of grant awards.

Establishes, maintains, and revises, policies and procedures for grant writing, housing rehabilitation, neighborhood revitalization administration, and revenue generation.

Keeps staff and director informed of changes; ensures program compliance with federal, state, and local laws and regulations; communicates with federal and state governmental agencies, funding sources and other authoritative sources for changes affecting grants, housing rehabilitation, neighborhood revitalization administration, and revenue generation.

Advises the director on issues related to grant-funding, neighborhood revitalization, housing rehabilitation, and revenue generation; develops strategies that promote concepts that achieve the City's mission and goals and defines objectives, develops performance measures and monitors results; represents the City in public forums involving these issues; answers questions and provides information to the public; compiles information for reports; writes reports as needed by management or external agencies.

Supervises the work of assigned staff; assists with employee selection; trains employees as needed, including retraining for new activities or procedural changes; disseminates relevant professional literature, encourages staff development; evaluates performance, keeping statistics for quantitative reports.

Supervises the research, identification and prioritization of prospective sponsors; preparing sales materials and presentations; managing sales and final negotiations of partnership packages and agreements; overseeing partnership contracts and corporate relationship.

Provides support for program access, buildings and services; investigates complaints taking corrective action as necessary to resolve.

Support the City's policies, goals and objectives and works with management and other staff to ethically achieve such goals and objectives; ensures compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

All aspects of grants management including sources, monitoring techniques, budgeting methods, applicable regulations, and compliance requirements.

Conceptualizing and/or creating solutions by applying the general to the specific and/or by envisioning old applications and/or methods in new ways.

All aspects of housing rehabilitation and neighborhood revitalization to include Federal regulations and policies.

Principles and practices of effective project management, leadership, supervision, research methods, and training.

Skill in:

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software and standard office equipment.

Maintaining credibility, expressing ideas clearly both in written and oral communication; exercising discretion and judgment in dealing with complex and sensitive issues in public forums.

Working with little or no direct supervision.

Assessing and prioritizing multiple tasks and demands to meet deadlines.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree and five (5) years paid fulltime or its part-time equivalent experience in grants administration, municipal program development and/or 501 C (3) activities..

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment are may be required to be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment as well as outside and in facilities in the community. Frequent stooping, bending, stretching, lifting, standing and movement in the areas described is required. Some evening and weekend work required.

Adopted: January, 2019