

CDBG/HOME PROGRAM PLANNER

DEFINITION

Perform professional work for the Department of Planning and Development, CDBG Office. Assist with the administration and development of the HUD-funded HOME and CDBG programs.

EXAMPLES OF DUTIES

Under supervision of the Community Development Coordinator, assist with administration of CDBG and HOME funded projects: reconciling HUD IDIS financial monitoring system to the County General Ledger, contract preparation, review of quarterly reports for completion of outcomes and expenses, monitoring subrecipient compliance with HUD requirements. Administer federal Davis-Bacon regulations that require CDBG/HOME funded construction activities to pay prevailing wage rates: review submission of weekly payroll sheets for compliance with regulations, conduct enforcement activities as needed. Monitor compliance with federal Lead-Based Paint regulations when applicable. Assist with other CDBG and HOME program administration: staffing CDBG Commission, development of Consolidated Plan and Annual Action Plan, Analysis of Impediments to Fair Housing Choice, 504 Plan for handicapped accessibility, monitoring loan portfolio performance, and compliance with fair housing requirements. Assist with the preparation of required environmental reviews. Assist with administration of BUILD, Economic Development: staffing BUILD Committee, contract preparation, application process, data and information gathering and summary. Other duties as assigned.

Education and Experience: A bachelor's degree in planning or related field from an accredited college or university or the equivalent experience and a minimum of one year experience with administration and development of either the CDBG or HOME Entitlement programs or a similar federal, state, or local program.

Knowledge, Skills and Abilities: Knowledge of HUD program rules and regulations affecting the CDBG and HOME programs. Knowledge of program principles and processes including grant writing, contract administration, financial management, and budgeting. Good computer skills in word processing, spreadsheets and e-mail; good oral and written communications skills; good organizational skills. Good problem solving abilities also required to interpret HUD program requirements and develop plans, reports as necessary. Ability to work independently with minimal supervision. Ability to develop effective internal and external working relationships.

Work Environment: Office environment. Some travel to local community meetings and attendance at some evening meetings required. Extensive phone contact, and a significant amount of computer work.