

POSITION AVAILABLE ANNOUNCEMENT

CITY OF PARKERSBURG

Development Projects Administrator

DEPARTMENT: Development

GRADE: S-5 Exempt \$43,554/yr

Reports directly to the Development Director.

JOB SUMMARY: Performs skilled professional work in the administration and oversight of grant programs (federal, state & local).

RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES:

- 1) Researches data and prepares reports for programs and activities
- 2) Assists in the development and implementation of neighborhood redevelopment and revitalization strategies, projects and related programs.
- 3) Assists with the identification and administration of alternative funding sources for community development projects, through grant seeking, writing and administration. This includes, but is not limited to Justice Assistance Grants, Transportation Alternative Grants, etc.
- 4) Serves as a liaison to public service agencies that are applying, or have been funded through the CDBG, HOME or other grant programs.
- 5) Assists with the Administration of the Parkersburg-Wood County HOME Consortium Single-Family Housing Opportunity Program (SHOP).
- 6) Receives and processes applications for affordable housing programs (Minor Home Repair, Emergency Home Repair, Owner-Occupied Housing Rehabilitation Program and Certified Housing Development Organization activities). This includes reviewing applications for completeness and regulatory compliance.
- 7) Manages the bid application and selection process for private contractors to complete affordable housing projects.
- 8) Coordinates inspections on affordable housing projects with the Code Inspector/Municipal Housing Inspector.
- 9) Prepares the applications to be completed by public service agencies each funding year.
- 10) Works with the Financial Compliance Officer to monitor sub-recipients for financial and program compliance.
- 11) Prepares annual action plan for federal program funding.
- 12) Conducts environmental and historical reviews of public works projects, public facility and improvement needs for community and economic development related projects that are assisted by City, State and Federal funds.
- 13) Coordinates with City departments to identify projects for each grant year.
- 14) Develops, promotes, coordinates and ensures Fair Housing and Equal Opportunity in the community.
- 15) Responsible for enforcement of the Davis Bacon Wage Act.
- 16) Preparation of all HUD related documents including annual reports, citizen participation plans and 5-year consolidated plans.
- 17) Can assist community organizations by providing technical assistance with planning, design and coordination (when applicable).
- 18) Responsible for preparing the City's Consolidated Annual Performance and Evaluation Report (CAPER).
- 19) Assists other staff as needed on projects, etc.

20) Performs other related duties as assigned.

POSITION REQUIREMENTS AND QUALIFICATIONS:

Bachelor's Degree in public administration, economic or community development, city planning or related field and two (2) years progressively responsible administrative experience in a public jurisdiction; or any equivalent combination of education, experience and training.

Excellent computer skills. Above average oral and written communication skills. Requires the exercise of considerable discretion and independent judgment. Knowledge of Federal, State and local funding programs, as well as rules and regulations of Community Development Block Grant and HOME programs, is preferred.

Possession of a valid driver's license.

Applications are available:

On-line <http://parkersburgcity.com/> and in the Personnel Department, 5th Floor, Municipal Building, One Government Square.

Completed applications should be returned to:

Personnel Department
City of Parkersburg
PO Box 1627
Parkersburg, WV 26102

or to the Personnel Department on the 5th Floor of the City Building.

THE CITY OF PARKERSBURG IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, MILITARY VETERAN STATUS, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

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