



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

CDBG Grants Administrator/Compliance Analyst

Department: Planning & Development Services Reports to: PD & S Director Pay Grade: H11
Date Established: 3/2014 Date Revised: 1/2019 FLSA Status: Exempt

CLASSIFICATION SUMMARY

The CDBG Grants Administrator/Compliance Analyst administers the disbursement of Community Development Block Grant (CDBG) awards to ensure funds are used in compliance with grant requirements and that the City is in compliance with federal law.

The job requires knowledge of CDBG and related applicable federal grant and program administrative requirements, attention to details and skill in basic accounting and bookkeeping methods. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office environment. The job occasionally requires field inspections of projects under construction. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Administers federal CDBG funds to ensure the City is in compliance with federal laws on grant funding and disbursement. Monitors spending by sub-recipients, contractors, and other agencies for grant compliance.

Prepares and processes complex funding draw requests, reviews financial documentation, and manages contracts with sub-recipients, contractors, agencies, and other fundees to ensure compliance with grant stipulations. Verifies funding is received and disbursed by the City.

Prepares and maintains records, documents, and logs and prepares required reports on grant compliance. Performs on-site inspections to ensure compliance, as needed.

Assists in the review and selection of rehab and sidewalk program applicants. Reviews applications, reviews recommendation by Property Rehabilitation Specialist, assists in determining eligibility and prepares loan applications and documents.

Assists in the review of sub-recipient applications for funding. Reviews applications, assists in determining eligibility and assists with the CDBG Advisory Committee's review.

Reviews bid documents and construction bids for grant compliance.

Administers federal wage compliance regulations (Davis-Bacon) on construction projects.

Administers the City's program of affirmatively furthering Fair Housing.

Assists in the creation of the HUD required planning and reporting documents. Assists in the administration of the City's Lead Hazard Control Program.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Federal Community Development Block Grant (CDBG) and other applicable and related federal grant and program administrative requirements, methods, techniques, and objectives;
- Basic accounting and bookkeeping methods, techniques, and objectives;
- Methods and techniques of loan qualifying and processing;
- Operation of basic office equipment including a personal computer and job-related software applications.

Skill and Ability to:

- Process monthly draws on CDBG grant fund accounts to ensure compliance with grant requirements and stipulations;
- Process loan applications to determine if applications are complete and eligible for CDBG funding, requesting further documentation as needed;
- Prepare annual funding requests for presentation to CDBG Advisory Committee for review and action;
- Prepare and maintain records, documents, and logs and prepare periodic reports;
- Prepare and reconcile financial reports and records with the US Department of Housing and Urban Development (HUD);
- Demonstrate strong customer service principles including issue resolution;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED required, with a Bachelor's degree in a related field preferred;
- Idaho driver's license is required;
- At least two (2) years grant administration and/or loan-processing experience is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard and type, reach with hands and arms, and operate job-related equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.