

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Housing Grants Coordinator	CLASS. CODE: 0151
DEPARTMENT:	Community Services	FLSA: E
REPORTS TO:	Assistant Housing Administrator	DATE: 7/1/2002

Job Summary:

Identifies potential funding sources which match Housing Authority and tenant needs for programs, creating the grant proposal or application form, working with other agencies and Housing Authority staff on identifying program needs and evaluating the effectiveness of programs instituted. Acts as contract administrator, ensuring contractors comply with grant or trust requirements and programs are meeting Housing Authority needs.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Compiles reports on grant/trust activities for a variety of agencies.
2. Identifies Housing Authority/tenant needs for programs through meetings, opinion polls, trends within the community, consultation with Housing Authority staff and other community agencies.
3. Defines programs objectives and implements programs to meet identified needs such as programs that promote tenant drug/alcohol prevention, encourage home ownership, encourage self sufficiency, etc.
4. Locates potential sources of funding and prepares proposal/application documents.
5. Works with other agencies, Housing Authority staff and other private/public sector community resources in preparing proposals.
6. Advises Housing Authority staff of potential sources of funding which may match or augment other efforts.
7. Obtains funding and implements programs in a timely manner including writing work plans and contract specifications, assisting Housing Authority supervisors, hires staff, monitors the operation of programs to assure compliance with federal regulations, objectives of grant, and effectiveness of meeting Housing Authority needs.
8. Conducts program evaluation studies and documents program performance.
9. Prepares Requests for proposals, coordinates preparation of service provider contracts, negotiates contract elements with contractors, evaluates proposals, conducts pre-project meetings to obtain understanding of programs objectives, program work plan, payment schedule, and program evaluation.
10. Reviews and approves contractor invoices and resolves contract disputes.
11. Monitors contractor performance and recommends removing contracts for non-compliance.
12. Hires employees, assigns work, identifies training, appraises performance, approves leave and responds to grievances or issues discipline as necessary.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Represents Housing Authority at meetings with other departments and agencies in identifying mutual needs for drug and gang prevention, self sufficiency programs, child care, and other assistance for public housing residents.
3. Acts as a resource to a variety of agencies on funding source alternatives and

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- matching of funding sources to deliver needed programs.
4. Works with resident councils, Housing Authority staff, contractors and others identifying program needs and monitoring program effectiveness.
 5. Documents activities related to public housing residents needs and the efforts of the Housing Authority to meet those needs.
 6. Encourages tenant evaluation and feed back concerning delivered programs.
 7. Coordinated tenant participation in program administration through Resident Councils.
 8. Documents partial payments, prepares a variety of reports related to grant funded projects and the activities provided to public housing residents.
 9. Ensures resident and community agencies participation is documented in program formulation and implementation.
 10. Prepares a variety of educational and informational materials related to programs and grants awarded.
 11. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Social Service Field, Education, Business Management or a related field; and,
Three (3) to four (4) years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Public Housing Manager is necessary.
- Valid Driver's License is necessary.
- Bi-lingual speech is desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Public housing, Section 8, FEMA and other housing programs.
- Housing authority maintenance (REAC) standards and community improvement capital fund (CIAP) programs.
- Fair Housing and 504/ADA regulations, knowledge of agency plan, policies and procedures developed to comply with HUD regulations and 504/ADA compliance.
- Landlord/tenant statutes.
- Fiscal management.
- Supervising union bargaining agreements.
- Contemporary office practices and procedures and basic office software products.

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Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals, at several levels of literacy.
- Understand and clearly communicate agency policy and plans pertaining to technical data.
- Operate personal computer using database manager, word processing software, spreadsheets and desktop publishing.
- Organize, develop and implement work plans.
- Planning, organizing and implementing programs.
- Monitor program success, maintain documentation, and meet deadlines.
- Work outside of office setting and work effectively with distractions.
- Possess a driver's license.
- Interpret federal regulations.
- Develop knowledge about community resources.
- Understand and implement city and federal contract procurement.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods on occasion.
- Operate motor vehicles.
- Bend, kneel, or stoop.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.