



<b>CLASSIFICATION TITLE:</b> CDBG/ Home Administrator	<b>JOB NUMBER:</b> 7022	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Development Services Director	<b>PAY GRADE:</b> 19	<b>FLSA STATUS:</b> Exempt

## GENERAL SUMMARY

Performs intermediate skilled administrative support work administering the Community Development Block Grant (CDBG) and HOME programs, and related work as apparent or assigned. Work is performed under the general direction of the Development Services Director or designee("supervisor").

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Organizes, directs, and administers the Community Development Block Grant (CDBG), HOME programs, and associated Integrated Disbursement and Information System (IDIS) activities.
- Prepares grant agreements; prepares Housing and Urban Development (HUD) reports and submits annual applications to HUD.
- Assists with preparation of the division budget; controls and monitors expenses within budget; ensures fiscal responsibility and cost consciousness.
- Coordinates and supervises the administration of other federal and state programs relating to community development, housing, and rehabilitation; investigates and develops other housing and community development programs.
- Monitors CDBG, HOME, and other programs to ensure compliance with HUD requirements and regulations; ensures program regulations are met.

- Prepares and maintain a variety of records, reports, and files related to assigned activities; submits documents to appropriate City personnel, department, or organization as needed.
- Provides direction and oversight to the HOME Consortium (Pasco, Kennewick, Richland).
- Prepares the HOME Consolidated Planning Strategy as assigned.
- Assists and advises local non-profit organizations regarding eligible City funds for low income and special needs populations.
- Communicates with a variety of City personnel, departments, and outside organizations regarding coordination of programs and activities, resolution of issues or concerns, housing and program development, grant administration, and to exchange information.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- Applicable Federal, State, and local laws, rules, codes, and regulations related to assigned activities.
- CDBG and HOME program objectives, goals, rules, and regulations.
- Housing financing and development.
- Grant writing methods and techniques.
- Principles and practices of budget development and administration.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.

### **Skills and Abilities to:**

- Administer the Community Development Block Grant (CDBG) and HOME programs.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures to ensure compliance with Federal, State, and local requirements and regulations.
- Prepare grant applications.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.
- Operate a variety of modern office equipment to include, but not limited to, printers, copiers, calculators, multi-line phone systems, scanners and fax machines, or other specialized equipment, and personal computers in a windows based computing environment using standard or customized software application programs appropriate to assigned activities.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.

## **SPECIAL REQUIREMENTS**

Valid driver's license.

## **EDUCATION AND EXPERIENCE**

High school diploma or GED and three (3) years of experience in an office setting, including two (2) years in public housing services program or community development.

## **COMPETENCIES**

### **Foundational**

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.

- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**




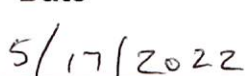

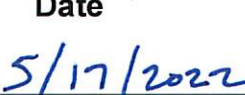
*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This work requires regular and punctual attendance at the office or other assigned locations; work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and operating motor vehicles or equipment; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Authorization (for Archive)**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date