



Job Title: Community Development Program Manager
Department: Planning and Development
Hours: Monday 8:00am-7:00pm; Tuesday–Thursday 8:00 AM - 5:00 PM;
Friday 8:00 AM - 12:00 PM
Salary: \$32.21 - \$35.69 per hour. This is a full-time, union and grant funded position.

DEFINITION:

The City is seeking a candidate to perform a variety of duties in the administration and implementation of its Community Development Block Grant (CDBG) program, including the coordination of program monitoring and reporting; review and interpretation of budget forms and other financial documents; and providing professional assistance to the City’s professional planning staff on community development funding and implementation priorities. This employee works under the general supervision of the Chief of Planning and Community Development to ensure that CDBG and related programs are administered in strict accordance with the rules, regulations and requirements established by the grant. The position performs routine to complex administrative functions to manage and acquire grant funded programs.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended 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 logically assigned to the position.

- Overall administration of the City’s CDBG program and related community development grant programs, including compliance with federal planning and reporting requirements, policy development, annual budget, contract compliance and related public participation processes as well as regular consultation and communication with HUD CDBG program staff.
- Organizes, prepares, and submits CDBG Annual Action Plans in accordance with public hearing and citizen participation processes as required by CDBG and related community development programs, including preparation, documentation, and dissemination of public materials.
- Reviews internal and external proposals for infrastructure, Public Service, public facilities, and other community development projects for eligibility in compliance with Federal CDBG guidelines, providing informed recommendations on project eligibility or alternative funding, where applicable.

- Oversees annual Public Service Request for Proposal process, including evaluation of proposals for eligibility and drafting of grant agreements; develops and implements monitoring plans for funded services to ensure performance on budget and within contracted scope.
- Reviews and assesses program/project compliance with budgeted line items, monitoring, documentation and reporting of compliance with required Federal, State, and City requirements, including Davis-Bacon compliance and the City's Administrative Code.
- Works with City staff to develop and operationalize guidelines and policies for CDBG-funded programs and related community development programs in accordance with federal regulations, policies, and procedures and in compliance with federal, state and city regulations.
- In consultation with DPCD Chief and administrative staff, coordinates preparation and submission of HUD 5-Year Consolidated Plan, including performance reports and supporting documents to be submitted via HUD-supported reporting mechanisms (e.g. IDIS and HEROS).
- Assists with ongoing data input, maintenance, and management of project and financial information in the HUD Integrated Disbursement and Information System (IDIS) and corresponding information in MUNIS.
- Works with DPCD staff to maintain adequate documentation of all CDBG planning documents, financial records, legal agreements, and related forms as required for compliance reporting. Works with City staff to advance program development and funding opportunities aligned with Department and City priorities in the Consolidated Plan, Next Stop Revere Master Plan, and/or similar community development, economic development, or capital improvement plans.
- Participates in monthly Continuum of Care meetings with homeless providers, and in similar or related consortia as appropriate.
- Performs other related duties as required.

SUPERVISION RECEIVED:

Works under the general supervision of the Chief of Planning and Community Development following department rules, regulations, and policies to complete assigned tasks according to a prescribed time schedule. Works in close coordination with Department colleagues and may occasionally include supervision of the work of volunteers or interns.

QUALIFICATIONS:

- Revere residency strongly preferred.
- Minimum of three (3) years of experience in community development, housing, human services, program management, and/or grant management.
- Bachelor's Degree in Public Administration, Community Development, Business Administration, or equivalent expertise and experience. Master's Degree preferred.
- Ability to speak Spanish preferred.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge:

- Candidate will be expected to learn the full scope of the CDBG grant program requirements, regulations, and reporting.
- Working knowledge of federal and state funding programs and community development principles.
- Knowledge of general office skills and administrative processes.

Abilities:

- Ability to engage and respond to the public effectively and appropriately.
- Ability to communicate effectively both verbally and in writing.
- Ability to follow written and oral directions and instructions.
- Ability to maintain, manage, and organize records, occasionally of a confidential nature.
- Ability to work effectively in a fast-paced environment.
- Ability to multitask in a fast-paced environment.

Skills:

- Excellent organizational skills and attention to detail.
- Skilled in using automated systems and the Microsoft Office suite of products.
- Computer operation, automated data processing and software skills.
- Basic familiarity with municipal accounting practices.
- Creative thinking, listening and problem-solving skills.

WORK ENVIRONMENT

Work is performed primarily in open office conditions during regular business hours, with occasional hours as needed for evening meetings or completion of work assignments. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online at www.revere.org/jobs. Please submit a resume and cover letter with your application.