



Job Title	HUD Programs Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	4	Job Code	17624

Class Specification – HUD Programs Manager

Summary Statement:	
<p>The purpose of this position is to oversee the administration of the Housing and Urban Development (HUD) Program to include reporting, consolidated planning, compliance and monitoring, fiscal and budgetary management, loan portfolio management and servicing, Integrated Disbursement Information Systems (IDIS) data management, and housing counseling. This position will effectively manage entitlements, recovery funds, other grants, and the Department of Community Development (DCD) programs to ensure fiscal responsibility through internal controls and compliance monitoring, and continue to realign services to better meet the needs of the citizens, non-profits, for-profits, and the community.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Administers and coordinates the federal block grants of the Department of HUD and the local affordable housing activities. Directs, manages, supervises, and coordinates activities and operations of the Housing Development Division; prepares and administers large federal grant budget; provides training on regulatory requirements; analyzes impact of legislation both federal and state; monitors compliance of expenditure of funds; develops and implements goals, objectives, policies, and priorities for federally funded programs; and ensures that policies and procedures are in line with local strategic goals and are in compliance with federal guidelines.
25%	Researches and develops policy for grant and loan programs. Researches and solicits additional grant funding for appropriate jurisdictional activities; reviews federal registers and other funding opportunities to assess the feasibility of City participation; applies for funding and develops new programs; develops teams incorporating appropriate partners for funding efforts; and researches and accesses matching funds as applicable. Presents grant proposals.
20%	Monitors contractual compliance of loan, grant, and fee waiver recipients.



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15%	Supervises all HUD program personnel.
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<p>Competencies Required:</p> <p>Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.</p> <p>Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p> <p>Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p> <p>Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.</p>
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<p>Technical Skills Required:</p> <p>Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.</p>

<p>Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.</p> <p>Education: Bachelor's degree from an accredited college or university with major coursework in finance, business administration, public administration, or other research-intensive field.</p>



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Experience: Five years of full-time professional HUD Program or Community Development Program experience, or related field, including three years of supervisory experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions

Frequency



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Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized software relative to area of assignment.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: December 2018