

JOB ANNOUNCEMENT
Internal/External Recruitment

POSITION: CDBG Coordinator

SALARY: Grade 16 (\$3,397/month DOE, plus benefits)

APPLICATION: Candidates must submit a standard MAG application and optional resume by close of business on Thursday, September 9, 2010, to the attention of Heidi DeMarco.

POSITION REQUIREMENTS:

1. A Bachelor's degree in Business Management, Public Administration, Planning, or related, **AND**
2. Two (2) years of program management experience including administration of grants, contract management, community development and economic development, **OR**
3. An equivalent year-for-year combination of education and experience in related field.

EVALUATION AND SELECTION FACTORS:

Experience with grants and contract management. Ability to communicate effectively verbally and in writing; strong interpersonal communication skills, technical writing ability. Ability to exercise initiative and independent judgment, creative thinking and analytical problem solving; ability to analyze a variety of legal, legislative and organizational issues to implement program guidelines and make recommendations. Must be able to maintain cooperative working relationships with those contacted in course of work activities, must be experienced in presenting plans and documents for approval, must be detail oriented in maintaining documentation and ensuring complex program requirements are consistently followed by multiple project recipients. Skill in word processing, presentation and spreadsheet programs. Must have access to a privately owned vehicle, and ability to drive to various locations statewide.

ESSENTIAL DUTIES:

Coordinates the Community Development Block Grant (CDBG) program for Utah County. Ensure adherence to Federal guidelines, identify county priorities, review and evaluate applications for eligibility. Provide assistance to eligible jurisdictions and non-profit agencies in applying for CDBG funding, coordinate training opportunities, provide application and survey assistance. Conduct environmental assessments, prepare contracts/agreements to funded applicants, oversee labor compliance issues, maintain records of funding, survey data, etc. Review and approve requests for payments, monitor progress and compliance with grant terms and conditions through onsite and desk audits, monitor the spending of CDBG funds and ensure complete expenditure of federal awards. Coordinate activities of the Utah County Review Committee in providing CDBG program oversight, establishing county policies, and in completing rating/ranking of projects and allocation of funding. In accordance with HUD guidelines, gather information from jurisdictions and other parties, complete annual update to the regional consolidated plan, distribute to jurisdictions. Coordinate with economic development, housing and homeless programs and services. Represent MAG on various boards and task forces.

PHYSICAL/ENVIRONMENTAL FACTORS:

This position requires sitting at a desk or in meetings for extended periods of time, regularly walk and stand, occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 lbs., ability to project voice for public speaking, occasional attendance at night meetings and irregular working hours, and occasional exposure to high-stress environments. Regularly drives a motor vehicle, primarily along the Wasatch Front, and occasionally statewide.