



ESCAMBIA COUNTY

Department of Human Resources
221 Palafox Place, HR Suite 200
Pensacola, FL 32502-5835

(850) 595-3000 Out-of-Area: (866) 609-0603

<http://www.myescambia.com/jobs>

INVITES APPLICATIONS FOR THE POSITION OF:

Program Manager
Neighborhood & Human Services Department
Neighborhood Enterprise Division

An Equal Opportunity Employer

RECRUITMENT RANGE

\$23.76 - \$27.61 Hourly \$1,900.80 - \$2,208.80 Biweekly

\$49,420.80 - \$57,428.80 Annually

ISSUE DATE: 01/09/19

FINAL FILING DATE: Thu. 01/24/19 11:59 PM Central Time

THE POSITION

Grant-Funded Position

Under the direction of the division manager this position manages ongoing housing and community development activities under various federal and state funded programs such as the Community Development Block Grant (CDBG) Program, HOME Investment Partnership Program (HOME), Emergency Solutions Grant (ESG) Program, State Housing Initiatives Partnership (SHIP) Program, and other community development programs as applicable. Includes performing a variety of technical functions in accordance with federal, state, and local policies.

EXAMPLES OF DUTIES

Assists with development of Local Housing Assistance Plan and HUD Consolidated Plan and Annual Action Plans, working with neighborhood groups, housing and public service provider agencies, other County Departments and agencies, public housing agencies, and other local governments.

Prepare and process recommendations, agreements, amendments, plans, policies and procedures, and other documents for County Commissioners to review and approve.

Assist with procurement, including developing requests for proposals for various grant activities and strategies in compliance with federal, state, and local applicable rules and regulations.

Review reimbursement requests and monitor performance activity to ensure objectives are accomplished for outside contractors, not for profits, and local governments, including desk and on-site monitoring per contract and funding source regulations.

Facilitate and/or participate in public meetings regarding grants and associated matters, including the Affordable Housing Advisory Committee.

Analyzes and inputs routine data into reporting systems, including, but not limited to HUD Integrated Disbursement Information System (IDIS) and other federal or state data collection and reporting systems to assist with the Consolidated/Annual Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and other plans/reports as required.

Responds to written and/or verbal inquiries from not for profits, contractors, elected officials, other departments, and/or the general public; investigates, researches, and reports on complaints and/or inquiries.

Provides technical assistance and training for staff, non-profit and other partners to enhance performance as needed.

Assists Division Manager in the general administration and financial management of the grants.

Oversees programs in assigned area of responsibility, which may include: preparing and managing budgets, coordinating program activities, and/or performing other related activities.

Manages housing, public service, and/or community development projects, requiring the coordination of activities with multiple parties. Duties will be primarily focused on housing, with the ability to provide support in public service or community development areas as indicated below.

HOUSING:

Administration of affordable housing activities under HOME, SHIP and/or CDBG, to include homebuyer projects/programs, homeowner rehabilitation projects/programs, and rental development projects/programs.

PUBLIC SERVICE:

Administration of public service activities with under CDBG, SHIP and ESG which provide direct assistance to eligible clients, to include rapid rehousing/homeless prevention, senior services, legal services, housing counseling, fair housing, homeless services, and other public services.

COMMUNITY DEVELOPMENT:

Administration of community development activities under CDBG, to include public facilities, public improvements and infrastructure, brownfields, acquisition, neighborhood redevelopment, and other related community development projects.

Performs other duties of a similar nature or level.

QUALIFICATIONS

Training and Experience:

Bachelor's degree in planning, public administration, communication, human services, or a related field and three years of work experience in affordable housing or community development; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements:

Valid driver's license

Knowledge, Skills, and Abilities

Knowledge of grant management principles;

Contract management principles;

Housing and Community development principles and practices in assigned area of responsibility;

Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes;

Analyzing and interpreting federal and state laws, rules, and regulations;

Delegating and prioritizing work;

Using a computer and related software applications;

Managing grants and contracts;

Managing complex projects;

Performing complex critical thinking;

Managing multiple tasks simultaneously;

Solving problems;

Public speaking;

Written communication;

Performing project reviews and revisions;

Preparing, reviewing, and analyzing technical reports;

Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

SUPPLEMENTAL INFORMATION

Physical Requirements:

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to fumes, dusts, extreme temperatures, intense noises and travel.

Benefits/Compensation Package:

· Medical / Dental / Vision plans

- Prescription coverage
- Employee health clinic
- Employee fitness centers
- Employer-sponsored retirement plan or an investment plan
- Deferred Compensation Plan
- Flexible Spending Account(s)
- Employee Assistance Program
- Annual/Sick Leave or Paid Time Off (PTO)
- Group Life Insurance

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.myescambia.com/jobs>

OR

221 Palafox Place, HR Suite 200
Pensacola, FL 32502-5835

EXAM #02663
PROGRAM MANAGER, NEIGHBORHOOD ENTERPRISE

JF

Program Manager, Neighborhood Enterprise Supplemental Questionnaire

- * 1. I understand that I am not to list a sitting Escambia County Commissioner as a reference and will not contact any Commissioner about this job posting. Should I list such reference, I understand my application will be rejected.
 Yes, I understand. No, I do not understand.
 - * 2. This position requires a bachelor's degree or higher in planning, public administration, communication, human services, or a related field and three years of work experience in affordable housing or community development; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Please describe how you meet the education and experience requirements of this position. Please provide evidence of your education level (e.g. copy of a transcript) and list all jobs you have held that fulfill the experience requirements for this position.
 - * 3. Please describe your experience/knowledge with the following grant programs: Community Development Block Grant (CDBG), HOME Investments Partnership Program (HOME), Emergency Solutions Grant (ESG), or State Housing Initiatives Partnership (SHIP) Program. **If none, type N/A.**
 - * 4. Please describe your work experience in developing policies and procedures, writing plans, interpreting and applying rules and regulations, and/or developing requests for proposals. **If none, type N/A.**
 - 5. Please submit a cover letter, resume, copies of diplomas or transcripts, and if applicable, licenses/certifications as attachments to the application or fax to (850) 595-3020, or email to recruiter@myescambia.com or deliver to 221 Palafox Place, Suite 200, Pensacola, FL 32502
 - * 6. Are you a current internal Escambia County BCC employee? **(For recruitment purposes temps, volunteers and contract employees are considered external applicants.)**
 Yes No
- * Required Question