



OSCEOLA COUNTY
invites applications for the position of:

Community Grants Program Specialist II

SALARY: \$20.84 Hourly
OPENING DATE: 09/28/21
CLOSING DATE: 10/15/21 11:59 PM

GENERAL DESCRIPTION OF DUTIES:

Under direction and supervision, this position is responsible for coordinating and performing a variety of technical and specialized functions in accordance with rules and regulations of the Community Development Block Grant (CDBG) Entitlement Program, HOME Program, Emergency Solutions Grant (ESG), and State Housing Initiatives Partnership Program (SHIP).

ESSENTIAL JOB FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the implementation of the Community Development Block Grant Entitlement Program, HOME Program, ESG, and SHIP Programs as needed and directed, including any and all technical assistance needs of the programs.
- Assists in the development, amendment and implementation of the Consolidated Plan, Annual Action Plan, Citizen Participation Plan, Analysis of Impediments, Local Housing Assistance Plan (LHAP) and any other required policies and documents for program implementation.
- Utilizes program compliant forms, ads and policies within internal County procedures to address and document compliance with related federal and local requirements affecting grant activities.
- Develops grant reports, enters information in Integrated Disbursement Information System (IDIS), Florida Housing Finance Corporation Reporting System, Homeless Management Information System (HMIS) and other reporting tools required by HUD, Florida Housing, or other state/federal funders.
- Monitors sub recipients to ensure program compliance.
- Conducts briefing sessions, training and orientations with program participants including applicants, sub recipients, lenders, and vendors.
- Monitors program budget and expenditures.
- Receives and verifies completeness and compliance of invoices, payment authorizations and coordinates through County system for payment.
- Maintains procurement, financial and programmatic files, ensuring program compliance.
- Reports to supervisor on program progress, compliance, and performance measures.
- Assists the public, clients, and vendors with questions, problems, and concerns.
- Retrieves data for reports and conducts statistical comparisons of information.
- Processes client files including certifying family/individual qualifications for assistance in accordance with program activity procedures.

- Performs duties as assigned/necessary which are related, or logical in assignment to position.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree in Public Administration, Business Administration, Professional Planning or a closely related field from an accredited college or university.

Experience: One (1) year responsible experience in a CDBG, HOME and/or SHIP programs.

An equivalent combination of education, training and/or experience which provides the requisite knowledge, skills, and abilities for this position may be considered in lieu of the education requirement.

Miscellaneous: Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work;
- Principles and practices of office management;
- General knowledge of contract management and an understanding of community development projects;
- Ability to access, operate and maintain various software applications;
- Read, comprehend, and apply laws, rules and regulations in determining eligibility and assistance;
- Produce required reports for federal and local governmental agencies;
- Make accurate arithmetic computations to obtain precise information for reports and published statistics;
- Make independent decisions to resolve problems or conflicts, and enforce program rules and regulations;
- Communicate effectively, both orally and in writing;
- Maintain effective working relationships with clients, vendors, other employees, supervisors, departments, officials and the public;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Physical Demand Requirements:

- Physical Demand Class: Light
 - 20 pounds maximum lifting.
 - Frequent (up to 2/3 of work time) lifting, carrying up to 10 lbs.
 - If less lifting involved, will require significant walking/standing.
 - If mostly sitting involved, will require push/pull on arm or leg controls.
 - Expressing or exchanging ideas by spoken word or perceiving sound by ear.
 - Good eye sight for production or safety of self and others.
 - Required to have clear vision at 20 inches or less.
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Community Grants Program Specialist II Supplemental Questionnaire

- * 1. Do you possess a Bachelor Degree in Public Administration, Business Administration, Professional Planning or a closely related field from an accredited college or university? If so, please list the major/concentration. If no, list N/A.

- * 2. List the number of years and briefly explain your professional experience working with CDBG, HOME and/or SHIP programs. (Experience must be demonstrated in the "Work Experience" section of the application.) If none, list N/A.

- * 3. Briefly explain your knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work. If none, list N/A.

- * 4. Do you possess a valid Driver's License? If so, from what State?

- * Required Question