



City of Lauderhill
Assistant Grants Manager

SALARY	\$99,362.18 Annually	LOCATION	Lauderhill, FL
JOB TYPE	Full Time	JOB NUMBER	2024-0411
DEPARTMENT	Administration New	OPENING DATE	04/11/2024
CLOSING DATE	5/31/2024 6:00 PM Eastern		

Description

The purpose of this position is to assist in overseeing the administration of all grant funds in support of the various departments within the City. Under the direction of the Grants Administrator employees in this classification perform specialized professional work involving administering and overseeing multiple grants, grant funded programs, and contracts; preparing grant applications; monitoring all programs and ensuring compliance with specific regulations, goals, and objectives established in the various grant program agreements between the grantor and the City.

Examples of Duties

The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Assists with ensuring adherence and compliance with all Federal, State, and County laws, rules and regulations that govern the City’s Grant programs. Ensures compliance with federal regulations including, but not limited to, Davis Bacon Labor Act, Fair Housing, Lead Based Paint Hazards, National Environmental Policy Act (NEPA), State Environmental Policy Act (SEPA), and other requirements. Assists with development of and modifications to policies and procedures documenting compliance of Housing and Services Program with federal requirements.

Assists with development and completion of the five year Consolidated Plan and Annual Action Plans, establishing a work program with allocation of resources received through federal Department of Housing and Urban Development (HUD) entitlement grants to the City. Assists with reviewing of report(s) and information with City Management, City Commission, and Citizen through public hearings, and makes appropriate entry into HUD’s IDIS. Assists with preparation of the Consolidated Annual Performance and Evaluation Report (CAPER) to HUD on entitlement program activities and financial status.

Assists with administering set up of CDBG projects and activities in HUD’s Integrated Disbursement Information System (IDIS); tracks accomplishments and generates required reports; creates, monitors and reports on CDBG Activity Vouchers in IDIS; report on National Objects required data and other Activity related requirements.

Assists with carrying out timely execution of all drawdowns and reimbursement requests of all grant program funds including, but not limited to, CDBG, HOME, state and other federal grants, and Foundations grants. Assists with collection of data from departments to package and submit reimbursement requests from funding sources; and monitors grant expenditures. Monitors State system to ensure receipt of warrants for full grant amount.

Assists with conducting financial analysis and monitoring of the City's grants including, but not limited to, reconciliation of all grant program expenditures on a monthly, quarterly and annual basis, working with the City's Financial Department, including those for CDBG, SHIP, HOME, ARPA, and other Federal and State funded/grant programs. Maintains and updates financial records for grants and contract budgets, which may include federal, state, formula, and discretionary funds to assure compliance with grant reporting, fiscal guidelines, and contract requirements. Assists with year end fiscal grant reconciliation, revenue/expense accruals, and required federal and state reports.

Assists in the preparation of biennial preliminary budget recommendations, as assigned. Analyzes and reviews budgetary and financial data. Assists with budget development for entitlement awards and program income. Assists in the preparation of the City budget. Writes and prepares public notices and newspaper advertisements to inform the public about the availability of grant funds to assist low and moderate income households. Assists with other Public notice requirements and monitoring. Assists with writing and preparing grant related agenda items for City Commission meeting agenda.

Assists with the implementation and compliance monitoring of federal, state, and local program policies and procedural requirements for all City grants by City staff, consultants and/contractors including, but not limited to, Build America Buy America (BABA) Act. Assists with oversight of Section 3 compliance, monitoring and reporting requirements. Assists with compliance monitoring and reporting for Davis Bacon and other labor requirements.

Assists with contract administration and monitoring of all contract agreements in the Grants Division. Prepares scope of work, prepares and issues NTP, monitors contract compliance and payments, and monitor agreement timelines. Reviews and approves payment invoices.

Assists with development and maintenance of Standard Grant Program Tracking and Monitoring processes, and required file maintenance. Assists with development and maintenance of an internal Grants Management System. Assists with maintaining documentation of all expenditures and other information required for internal and State and Federal audits. Assists with conducting internal program audits of all City grants/awards, and assists with retrieving and preparing grant records for federal and state program audits, including grants closed within the past 5 years or before; and coordinates with City staff in preparing for annual and periodic audits and on site monitoring. Interacts with HUD monitoring staff and state auditors; provides information on all programs and processes; and incorporates recommendations into policy and procedure for program improvements.

Assists with oversight of the implementation and management of federal and state grants to support housing programs, including but not limited to SHIP, HOME, and CDBE programs. Assists with review and preparation of response of all CDBG related, SHIP related and HOME related correspondence and documents received from and submitted to HUD, SHIP Administrator, and County. Provides related comments and input for City Management, as appropriate. Assists with implementation and management oversight of other federal and state grants to City's capital projects, studies and/or programs and initiatives. This includes, but not limited to, coordinating the administration of certain specialized construction projects, providing technical assistance to project team on grant requirements and compliance.

Assists with oversight of the implementation and management of State, County, and non profit and Foundation grants, as well as related grant programs and initiatives. Assists with preparation and completion of Federal and State Appropriation requests, and post award management of same. This includes, but not limited to, developing and composing application

proposals and overseeing implementation and management of awards.

Assists with writing grant applications and creating required budgets and budget work plans, as well as post awards grant management. This includes, but not limited to, researching required information and data; preparing program budget and required work plan; and developing and composing application proposals. It also includes monitoring and reviewing local, state, and federal guidelines concerning all grant programs; initiates preparation of documentation, application, forms, and requests specific guidelines to aid in the determination of grant applicability to the City's goals and objectives.

Performs other duties as assigned.

Minimum Training and Experience

Bachelor's degree from an accredited college or university in Urban Planning, Public Administration, Community Development, Business Management or related field; AND Five (5) years of experience overseeing major federal, state and local government program responsibilities; administering housing and community development programs, HUD policies and procedures, Federal Integrated Disbursement and Information System (IDIS) and the CDBG program; and inputting and analyzing data, and generating and interpreting reports in IDIS for project activities fund by CDBG.

If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.

Supplemental Questions

Please be sure to answer all supplemental questions thoroughly and completely. Please note that if you do not answer all the questions in its entirety, your application may not be further considered in the hiring process. If you have any difficulty understanding or completing the supplemental questions, please feel free to contact the Human Resources Department at 954-730-3090.

Please be advised: Proof of education level is required (copy of High School Diploma/GED or College Degree/transcript needs to be uploaded in PDF format to application). Any required licenses and or certifications for the position you are applying for must be submitted as well. If required documentation is not provided, the application will be incomplete and will not continue in the hiring process.

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Veteran's Preference

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority, and that certain servicemembers may be eligible to receive waivers for postsecondary educational requirements, in the employment by the state and its political subdivisions and are encouraged to apply for the positions being filled.

You may waive a postsecondary educational requirement for a position of employment (except if the position is exempt under the statute e.g., temporary employees, members of boards and commissions, positions that require an employee to be a member of the Florida Bar), for a current member of any reserve component of the United States Armed Forces or the

Florida National Guard or a veteran who has been honorably discharged if the person is otherwise qualified for the position.

Applicant Screening

Due to the volume of applications the City receives, every applicant meeting the minimum qualifications cannot be guaranteed an interview. Applicants are selected for an interview based on education and work experience most closely matching the requirements of the position and may undergo additional selection and screening processes which may include an evaluation of training and experience, and written, oral and performance-based testing.

Drug and alcohol testing is conducted based upon City policy, Federal, State and Local requirements. The City of Lauderhill is an E-Verify employer.

Agency

City of Lauderhill

Address

5581 W Oakland Park Blvd

Lauderhill, Florida, 33313

Phone

954-730-3090

Website

<http://www.lauderhill-fl.gov>

Assistant Grants Manager Supplemental Questionnaire

***QUESTION 1**

Please select the highest level of education you have obtained:

- High School Diploma or equivalent
- Associates Degree
- Bachelors Degree
- Masters Degree or higher
- None apply to me

***QUESTION 2**

In the space provided below, please write in which field your degree is in. If you do not have a degree, please write "N/A".

***QUESTION 3**

Please select the number of years of experience you have in overseeing major federal, state and local government program responsibilities; administering housing and community development programs, HUD policies and procedures, Federal Integrated Disbursement and Information System (IDIS) and the CDBG program; and inputting and analyzing data, and generating and interpreting reports in IDIS for project activities fund by CDBG:

- I have one (1) to three (3) years experience
- I have three (3) to five (5) years experience
- I have five (5) to seven (7) years experience

- I have seven (7) or more years experience
- I do not have any experience

***QUESTION 4**

In the space provided below, please write in detail your experience in overseeing major federal, state and local government program responsibilities; administering housing and community development programs, HUD policies and procedures, Federal Integrated Disbursement and Information System (IDIS) and the CDBG program; and inputting and analyzing data, and generating and interpreting reports in IDIS for project activities fund by CDBG, where you have obtained your experience, and in what capacity. Please note, "see resume" is not a valid response, and will not be considered.

***QUESTION 5**

Do you possess - or are you eligible for immediate issuance of - a valid State of Florida driver's license?

- Yes
- No

***QUESTION 6**

Are you a resident of the City of Lauderhill?

- Yes
- No

***QUESTION 7**

Are you requesting Veterans' Preference? If you are requesting Veterans' Preference points, please upload a copy of your supporting documentation to the "Attachments" section by selecting "Add supplemental attachment." Veterans' Preference points will be awarded only if all minimum requirements as listed on the Job Posting are met and supporting documentation is submitted at the time of application.

- No, I am not requesting Veterans' Preference.
- Yes, I am a Disabled Veteran who served on active duty in any branch of the Armed Forces and who presently has an existing service-connected disability that is compensable under public laws administered by the Department of Veterans' Affairs (DVA), or am receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the DVA and the Department of Defense (DoD). Please upload (1) DD Form 214 and (2) documentation from DoD or DVA establishing that you have a service-connected disability.
- Yes, I am the spouse of a Veteran who has a total and permanent service-connected disability; or who is missing in action, captured in line of duty by a hostile force, or detained or interned in line of duty by a foreign government or power. Please upload (1) an Award Letter stating that the Veteran is entitled to benefits under Chapter 35 from the VA or the DoD, (2) an identification card issued by the DoD, (3) evidence of marriage to the Veteran, and (4) a statement that you are still married to the Veteran at the time of application.
- Yes, I am a Wartime Veteran, who has served at least one day during that Wartime period as defined in section 1.01(14), F.S., or who has been awarded a campaign or expeditionary medal. Active duty for training shall not be allowed for eligibility under this category. Please upload (1) DD Form 214 confirming service during Wartime period.
- Yes, I am the un-remarried widow or widower of a Veteran who died of a service-connected disability. Please upload (1) documentation from the VA indicating the Veteran's cause of death and (2) evidence of marriage to the Veteran at the time of death.
- Yes, I am the mother, father, legal guardian, or un-remarried widow or widower of a service member who died as a result of military service under combat-related conditions as verified by the DoD. Please upload (1) documentation from the

DoD showing the death of service member while on-duty status under combat-related conditions or the DVA certifying the service-connected death of the Veteran and (2) evidence of marriage or court documents establishing the Guardianship.

Yes, I am a Veteran as defined in section 1.01(14), F.S. The term "Veteran" is defined as a person who served in the active military, naval, or air service and who was discharged or released therefrom under honorable conditions only or who later received an upgraded discharge under honorable conditions. "Active Duty for Training" does not qualify for VP. Please upload (1) DD Form 214.

Yes, I am a current member of any reserve component of the United States Armed Forces or The Florida National Guard. Please upload (1) a signed memorandum from their military supervisor confirming their Active status in the Reserves or Guard.

*QUESTION 8

On the job posting that you are applying for, the annual rate is listed as \$99,362.18. Would you consider this figure pending an in-person interview and successful completion of our pre-employment requirements?

Yes

No

*QUESTION 9

The schedule for this position is 37.5 hours per week, Monday through Thursday. Do you have any scheduling conflicts that would prevent you from working the required schedule for this position?

Yes

No

*QUESTION 10

The following is YES or NO question, meaning that it does not require you to specify "with" or "without." Are you able to perform the essential functions of the position with or without a reasonable accommodation?

Yes

No

*QUESTION 11

What was it about the Assistant Grants Manager position in the Administration Department at the City of Lauderhill that attracted you to apply?

*QUESTION 12

Based on your review of the job description, what is your understanding of the essential functions of the Assistant Grants Manager position?

*QUESTION 13

Why are you considering leaving your current position? OR (If not currently employed) Why did you leave your most recent position?

* Required Question