

YOLO COUNTY HOUSING
Grants Program Manager
Exempt

GRANTS PROGRAM MANAGER

*Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, performs a variety of complex and diverse professional and technical administrative duties in support of Yolo County Housing (YCH) and other local government jurisdictions, including those requiring a high level of expertise in a specific area; ensures compliance of relevant agency contracts and agreements with federal, state, and local laws; responsible for timely and accurate federal, state, and local reporting; create analytical, statistical and narrative reports.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from, the Chief Executive Officer of YCH. In addition to the preponderant advanced analytical role, the incumbent may be assigned to interview, hire, discipline and supervise other professional, technical and clerical support staff as an ancillary responsibility of the position.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Grants Management Functions

- Performs detailed analytical studies of policies, procedures, organizational operations, services, financial and procedural matters.
- Advises and assist leadership and financial staff of YCH, and/or other local government jurisdictions as relevant to assigned projects, in fiscal, organizational, and procedural matters.

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- Researches and analyzes laws, policies and other regulatory requirements and ongoing updates.
- Develops policy statements for leadership approval.
- Participates in the preparation, review and administration of budgets.
- Prepares in-depth and complex reports and analyses.
- Reviews legal contracts and documents and submits proposed revisions to relevant parties.
- Serves as the administrative program specialist on grant funding as assigned, such as Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funding.
- Researches, develops, reviews, and prepares grant applications.
- Prepares and answers correspondence and questionnaires.
- Serves as a liaison between YCH and other public and private agencies.

Other Duties

- May train and direct assigned personnel.

Compliance Functions

- Ensures strict compliance of agency programs with Federal and State guidelines and regulations.
- Provides quality control and conducts quality control tests as necessary to specific projects; prepares related certification documents and assures timely submission of all required program and project reports to relevant funders as required.
- Assumes responsibility for services and activities related to procurement, contracting and compliance under the direction of YCH and other local government jurisdictions, as relevant to each specific project.

Common Essential Functions

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- Serves as Grants Program liaison within YCH, assuring leadership and relevant staff are kept apprised of current projects and impacts to the organization and local jurisdictions.
- Serves as the lead staff person on assigned projects; organizes coordinates and directs special projects or programs.
- Prepares staff reports and makes oral presentations to the Housing Commission, City Councils, County Board of Supervisors, and other community forums as requested.
- In accordance with Government Code 3100, performs the duties as disaster services worker as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing Chief Executive Officer, Yolo County Office of Emergency Services and/or the State of California Department of Healthcare Services.
- Performs all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries and safety concerns within 24 hours to a member of the YCH leadership team and/or member of the YCH safety committee.
- Abide by the YCH Risk Control Policy Statement, assuring the highest level of safety and wellbeing of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employ risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to a Supervisor, Manager or other YCH leadership staff, and/or YCH risk control committee.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of

- Principles and practices of grant writing, grant management, and grant reporting to local, State and Federal funding sources.
- Principles and practices of program compliance and administration.
- Principles and practices of government financing and budgeting.
- Purposes, functions and organization of local governmental agencies and the functioning of their governing boards.

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- Current Federal, State, and local codes, laws, and regulations as these pertain to the functions of the position.

Ability to

- Prepare, review, and present clear and concise reports and correspondence.
- Devise and implement innovative approaches to maximize efficiencies.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Operate a computer using various applications and related programs, including standard, as well as proprietary software.
- Deal diplomatically and sensitively with clients, other agency representatives, and the general public.
- Maintain confidentiality.
- Interpret and apply YCH policies, rules and regulations, and those of local jurisdictions as relevant to specific projects with those jurisdictions.
- Interpret and apply Federal, State, and local policies, laws and regulations.
- Drive from site to site.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience

- Three years of progressively responsible, professional or journey level analytical, administrative, professional, managerial or housing and/or community development experience. Ideal candidate will have at least two (2) years in a public housing authority or community development agency.
- Demonstrated proficiency in preparation of spreadsheets and narrative reports.

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Education

- Bachelor's degree from an accredited college or university with major course work in housing/community development, business administration or a related field is required. Masters degree preferred, or
- Additional professional level experience in any of the functional areas noted above may be substituted for the required education on a year-for-year basis up to a maximum of two years.
- Possess a valid HQS Inspection Certificate OR obtain such certification within six months of appointment to the classification.

Physical Demands

Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time in both indoor office and external environments. Have the hand strength and manual dexterity to operate keyboard equipment. Must be able to stretch, bend, and lift up to 25 pounds and climb stairs. Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodations can be made to the Chief Executive Officer or designee.

Special Requirements

- Must have access to an automobile or other means of transportation, when and if required to travel on YCH business.
- Must possess current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company.
- Must be insurable by YCH insurance carriers.
- Provide required proof of legal right to work in the United States.
- Public employees under Government Code 3100-3109 are required to perform the duties of a disaster service worker in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification code are required to complete, at a minimum, NIMS 100 Certification within their first year of employment.

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Yolo County Housing is an equal opportunity employer

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