

CITY OF TAFT

CLASS TITLE: GRANT ADMINISTRATOR

Salary Range 45.7
\$1,953-\$2,374 Bi-weekly

BASIC FUNCTION:

Under general supervision administers the City's Community Development Block Grant and Housing Grant programs. These programs include administration of the City's Housing Reconstruction Program, Housing Rehabilitation Program, First Time Home Buyer Program and the Small Business Loan Program.

SUPERVISION RECEIVED

Works under the general supervision and direction of the City Manager or his/her designee.

SUPERVISION EXERCISED

Generally none.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Position is responsible for administration and implementation of the City's Grant Programs funded through the State of California Department of Housing and Community Development. Pursuant to established Guidelines, individual will be responsible for grant administration and mandatory reporting requirements.

Provides information to the general public on housing reconstruction and rehabilitation issues, and small business loan assistance programs.

Prepares and publishes brochures explaining the various Grant programs and established Guidelines. Meets with the general public, homeowners, contractors, small business owners and community groups to explain the benefits of the programs and secure participants.

Reviews applications, performs financial analysis, collects all the necessary documents according to State and City Guidelines for the programs.

Prepares and files applications for Community Development Block Grant funds and maintains records in compliance with applicable requirements in the Guidelines.

Investigates and applies for other Federal and State funding as appropriate.

May conduct housing surveys as required to comply with the General Plan Housing Element.

HOUSING – FIRST TIME HOMEBUYER RECONSTRUCTION AND REHABILITATION PROGRAM

Works closely with applicants explaining eligibility requirements and income guidelines. Assists

the program participants to resolve various issues, such as, title problems or outstanding liens against the property in order to assure adequate security for loans. Counsels applicants concerning participation as owner/builder or retention of a private contractor. Provides guidance regarding all applicable codes to architects, engineers, contractors, developers, property owners and other interested parties. Serves, when assigned, as a member of a housing rehabilitation task force composed of private, local, county or state groups.

Obtains pertinent information on applicants including sources of income, characteristics of property ownership, indebtedness, income, and verifies information on application. Determines eligibility of applicants and, if they are eligible, arranges for property value appraisals, title reports, and other required documents.

Inspects buildings proposed for rehabilitation with particular attention to health hazards related to roofing, wiring, plumbing, heating, basic structure, etc. Prepares work write-ups and works with families to make fundamental decisions about what work can be completed with available financing. Assists in permit application process, permit issuance, and other applicable permit requirements. Oversees contractor progress. Reviews invoicing and program documentation for contractor progress payments.

Discusses living conditions with participants while the dwelling is being reconstructed or rehabilitated, including explanation of relocation benefits for tenants.

Notifies potential applicants through informational mailings, newspaper announcements, distribution of fliers, and by scheduling informational meetings. Prepares graphics, charts, tables, promotional materials, etc.

TAFT AREA REVOLVING LOAN PROGRAM (TARP)

Provides small business loan assistance, programs, services, and plans. Pursuant to Program Guidelines, reviews and verifies the information on the application received to evaluate the eligibility of the applicant. If the applicant is eligible, collects all the necessary documents including detailed financial information in order to submit financial analyses to the Taft Area Revolving Loan Program (TARP) Advisory Committee for disposition. Responsible for verifying all inventory used in securing small business loans. Pursues alternate funding for eligible persons in an effort to secure leverage commitments. Assists applicants through the application process. Administers and monitors all loan files according to State of California and applicable City Guidelines.

PERIPHERAL DUTIES

Assists in resolving complex sensitive customer service issues pertaining to grant administration.

Serves as a member of various staff committees as assigned.

Attends professional development workshops and conferences to keep abreast of trends and

developments in the field.

Assists other staff members as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in economics, planning, business or public administration, engineering, plus demonstrated knowledge of real estate lending practices; OR

(B) Equivalent of two (2) years of college with two (2) years experience administering Agency grant programs or substantial private sector experience processing real property loans.

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City.

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of real estate lending practices and loan processing requirements.

(B) Knowledge of building codes and agency building, planning, and finance functions.

(C) Ability to work well with the public and with local contractors; Ability to read and understand plans and blueprints.

(D) Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; Ability to establish effective working relationships.

SPECIAL REQUIREMENTS

Valid State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine, portable radio, ladder or scaffolding.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

SELECTION GUIDELINES

City of Taft application and resume required, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.