



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
CDBG/HOME COORDINATOR**

Classification Specification
(Non Classified)

DEFINITION

Under general guidance and direction, the CDBG/HOME Coordinator performs extremely complex work in a wide variety of areas to determine eligibility and compliance requirements for programs and activities falling under the federal Community Development Block Grant and HOME programs, funded by the United States Department of Housing and Urban Development. Position monitors sub-recipient performance records and reports; makes recommendations, and assists in the preparation of the CDBG and HOME budget.

SUPERVISION RECEIVED

The CDBG/HOME Coordinator works under the supervision of the Director of Planning and Community Development.

EXAMPLE OF ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the CDBG/HOME Coordinator. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Assist in the administration and implementation of, and verify compliance with, HUD Community Development Block Grant and HOME program requirements, including all City programs and activities funded by the CDBG and HOME program.
2. Provide input; assist in compiling information and preparing written reports, for the component documents of the Community Development Block Grant and HOME Programs, including the 5 Year Consolidated Plan, the yearly Action Plan, the Grantee Performance Report, the Consolidated Annual Performance and Evaluation Report, Administrative Plans, environmental compliance, and other monitoring requirements of internal and sub recipient activities.
3. Participate in the analysis and evaluation of existing CBDG/HOME programs; prepare appropriate recommendations for improvements and/or restructuring of programs to ensure continued effectiveness in meeting CDBG and HOME goals.
4. Administer and oversee the routine preparation of specifications for various rehabilitation programs within the department; participate in evaluating rehabilitation consultant proposals; prepare recommendations as appropriate.
5. Attend, participate, and provide information in City interdepartmental meetings relating to

the initiation, set up and monitoring of City CDBG/HOME programs. Work with departments to achieve programs goals, while monitoring and maintaining compliance with federal CDBG/HOME regulations.

6. Enter program(s) participant information into HUD's IDIS mainframe computer to generate reports, and analyze data in preparation for program federal reimbursements; verify information for accuracy and completeness in accordance with HUD guidelines; coordinate and verify financial data with Finance Department to ensure appropriate and accurate billing and reimbursement processes.
7. Meet with program(s) sub recipients to coordinate submittals in regards to funding requests, documentation requirements, and program(s) performance evaluation.
8. Oversee the work of paraprofessional and clerical staff involved in the CDBG/Home program(s); train, schedule, assign work, track progress and evaluate employee performance.
9. Develop and make presentations to persons and/or organizations concerning application for funding under CDBG and HOME programs.
10. Other related duties as assigned.

QUALIFICATION GUIDE

Education:

Graduation from an accredited four year college or university with a major course of study in Planning, Public Administration, or related field is required. Ten (10) years' experience with a municipal or county organization of comparable size in the performance of the duties specified herein may be substituted for college graduation requirement.

Training/Experience:

1. Five years working for an "entitlement" municipal government in Community Development and/or Finance Department activities, including at least two years experience working with CDBG, HOME, HOPWA, Section 8 or similar HUD program(s).
2. An additional two years of comparable complex housing program responsibilities in a City or municipality may substitute for the required education.
3. Any other training and/or experience which demonstrate the applicant is likely to possess the required skills, knowledge and abilities may be considered.

EMPLOYMENT STANDARDS

Knowledge of:

1. HUD computer software, including IDIS and CPMP Tool.
2. Federal Register and other publications pertaining to laws, regulations and guidelines of federal housing programs as they relate to cities and municipalities.
3. Fiscal documentation processes.

4. Techniques for supervision and direction of staff.
5. Section 8 Housing Quality Standards application to Residential Rehabilitation activities.

Ability to:

1. Perform budget and fiscal assignments in compliance with City and Federal requirements.
2. Develop and maintain time lines for program processing in accordance with Federal requirements.
3. Prepare and give oral presentations to individuals and groups.
4. Reason logically, creatively, and effectively, using a variety of techniques to resolve issues and/or problems.
5. Clearly document activities, actions, reports, and correspondence necessary for each program requirement.
6. Communicate clearly and effectively both orally and in writing.
7. Implement program rules and regulations.
8. Follow complex instructions and work effectively with a minimum of supervision.
9. Assign and oversee the work of others, to include consultant providers.
10. Represent the City before other governmental agencies, community organizations and the public.
11. Respond to the public's and staff's requests for assistance both on the phone and in person.
12. Sit for up to two hours at a time.
13. Lift up to 15 pounds.
14. Get from one location to another in the course of doing business.
15. Give oral presentations.

SPECIAL REQUIREMENTS

Possession of a valid California Class C driver's license at time of appointment. A safe driving record as defined by City policy.

TOOLS AND EQUIPMENT USED

Personal and mainframe computers, including word processing, spreadsheet, data base, and specialized federal housing programs software; telephone, calculator, copy and fax machines.