

**Noblesville Housing Authority
Noblesville, Indiana**

JOB POSTING

The following position is available with Noblesville Housing Authority (NHA)

The position will be posted until filled.

Position Title: Community Development Project Manager **Date Created:** 4/30/2021
Location: Noblesville Housing Authority office
Hours: Monday – Friday 8:00 am – 4:30 pm, occasional evening hours
Salary Range: \$50,000 - \$55,000, depending on qualifications
FLSA status: Exempt

Summary

The Community Development Project Manager is a key position and is responsible for managing federally funded Community Development Block Grant (CDBG) program activities and other related federal, state and local requirements. The incumbent acts as the County liaison to the U.S. Department of Housing and Urban Development (HUD), assisting various local City/Town administrations and non-profit agencies using or seeking CDBG funding, reviewing and processing claims, preparing environmental/historic reviews, contracts, maintaining records, monitoring of CDBG recipients, and preparing technical reports. The incumbent must maintain consistent awareness of the status and progress of existing and potential projects, handle complex one-time issues and recurring work. This is a position that requires in-depth experience with CDBG projects or similarly funded projects.

Essential Duties and Responsibilities

- Have and/or gain a working knowledge of all applicable CDBG regulations and guidelines, Federal labor Standards provisions, implementing Davis-Bacon, Section 3, environmental regulations, Uniform Relocation and Assistance Act, and other federal requirements that apply to CDBG projects
- Assists with the development or refining program procedures and processes for effective and timely implementation
- Advises local government officials which eligible activity or combination of activities is most suitable to meet their need(s)
- Reviews laws and regulations to identify changes or new procedures, etc. and incorporate the changes into presentation materials so that participants will have current compliance information
- Attends HUD and state trainings and conferences, and other training sessions; keeps abreast of various grant and reporting requirements
- Ability to establish rapport and deal tactfully and effectively with applicants, public officials, engineers, property owners, and the general public
- Coordinates outreach activities and interface with the general public, including public hearings related to citizen participation
- Assists in preparation of and in presenting material at workshops for applicants and recipients
- Assists Executive Director in preparing the Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Report
- Assists Executive Director in preparing the Analysis of Impediments to Fair Housing, and coordinates educational outreach and reporting requirements
- Reviews claims and beneficiary reports from recipients, and processes claims with the County Auditor's office
- Reconciles grant financial reporting with County Auditor's accounting records
- Communicates to the Executive Director regarding the escalation of sensitive customer service/resident issues and/or policy matters, especially pertaining to internal and external

- communications; when appropriate resolves such issues for the CDBG program.
- Other related duties as assigned

Requirements:**Driver's License**

NHA Staff must have a valid Indiana Driver's License and be insurable by NHA's insurance carrier

Education and/or Experience

Bachelor's Degree from an accredited college with major course work in planning, public administration or a related field and equivalent combination of training and/or work experience or related work

Specific experience with CDBG programs is desired with a combination of experience in economic development, community development and housing programs administration is preferred

- Ability to work well alone under minimal supervision and with others in a team environment
- Strong computer skills, with demonstrated knowledge of Microsoft word processing, spreadsheet, and database software applications. Proficient experience with Adobe and WordPress preferred.
- Must have the ability to learn other computer software programs as required by assigned tasks
- Knowledge of accounting procedures. Knowledge of computerized accounting systems or government accounting systems
- Knowledge of CDBG and other relevant regulations
- Strong organizational, workflow management, project management, attention to detail, analytical and interpersonal skills required
- Ability to maintain confidential information and cope with unprecedented problems by developing and extending accepted planning methods and techniques
- Ability to communicate effectively, both orally and in writing, and clearly express thoughts. Thorough knowledge of department practices, policies, procedures, objectives, and goals

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.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds or lift items up to 50 pounds with weight handling equipment or assistance from other workers.

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.

Office environment. The noise level in the work environment is generally moderate

Excellent benefits package provided. NHA is an Equal Opportunity Employer.