



## City of Pittsfield *Job Description*

<b>Position Title:</b>	<b>Program &amp; Housing Manager</b>	<b>Grade Level:</b>	<b>M 06/70</b>
<b>Department:</b>	<b>Community Development</b>	<b>Union/Non-Union:</b>	<b>Non-Union/Exempt</b>
<b>Reports to:</b>	<b>Director, DCD</b>	<b>Date Prepared:</b>	<b>06/2017</b>

### **Job purpose**

The incumbent shall be responsible for oversight of development and administration of the City's Community Development Block Grant (CDBG) program, and ensuring CDBG funded programs and expenditures are in full compliance with all applicable laws.

### **Duties and responsibilities**

1. Oversees the Westside and Morningside Neighborhood Initiatives; the Human Services Advisory Council; and the Pittsfield Economic Revitalization Corporation.
2. Management of the U.S. Department of Housing and Urban Development's (HUD) Integrated Disbursement & Information System (IDIS), including oversight of activity set-up, funding, reporting and closeout.
3. Contract preparation, supervision, and monitoring including, as appropriate, procurement development and oversight.
4. Project financial management from CDBG budget preparation to closeout; works with City Accounting department in setting up CDBG budget in City's MUNIS software system.
5. Works with DCD Accountant to ensure timely and accurate CDBG drawdowns of funds through HUD's IDIS software program to properly reimburse the City for CDBG expenditures.
6. Management of CDBG public participation requirements; Preparation and evaluation of the City's CDBG Consolidated Plan, CDBG Annual Action Plan, and CDBG Consolidated Annual Performance and Evaluation Report utilizing the IDIS templates.
7. Acts as Environmental Clearance Officer prepares and maintains HUD required Environmental Review Record (ERR) for CDBG funded activities. Prepares the Pittsfield Housing Authority's annual ERR.
8. Ongoing communication with the Director (and other City officials as appropriate) about the CDBG program and other grants, as well as proposed and ongoing projects.
9. Program research and development for the purpose of identifying new program opportunities and ensuring City programs meet needs and reflect best management practices; Technical reporting and grant writing
10. Assumes responsibilities of the Director in their absence.
11. Performance of all related duties as may be required or assigned by the Director.

### **Qualifications**

1. Bachelor's Degree from an accredited college or university, preference with major or substantial coursework in community development.
2. Minimum of three (3) years' experience in community development with direct involvement in the administration of community and/or economic development projects.
3. Thorough knowledge of CDBG/HUD regulations a must; Previous experience with HUD's IDIS software program a plus.
4. Proficiency with computer software programs such as Microsoft Word, Excel, Outlook, and PowerPoint.

5. Organizational skills for maintaining project files as well as for scheduling and completing work tasks and assignments in a timely fashion; Ability to work with a minimum of supervision but open and responsive to direction from management.
6. Excellent interpersonal skills; Ability to deal efficiently and effectively with the public and other employees.
7. Program and/or project administration experience; strong financial management capability; and the ability to communicate well orally and in writing.

**Working conditions**

This is an office-based job in a dynamic municipal building and department. While performing the duties of the Housing & Program Manager, the incumbent is required to: perform work in a complete, accurate and timely manner, interact and communicate frequently with department staff and the public, government officials, other municipal staff members and boards, and/or third parties transacting business with the City.

**Physical requirements**

Operates standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. Lifts/moves objects weighing up to 10-15 pounds.

**Direct reports**

Manages the following CDBG funded staff positions: Housing Specialist; Rehabilitation Specialist; two Community Development Specialist(s); & DCD Accountant. This position is also responsible for oversight of the Westside and Morningside Neighborhood Initiatives; the Human Services Advisory Council; and the Pittsfield Economic Revitalization Corporation.

<b>Approved by:</b>	<i>Michael J. Taylor</i>
<b>Date approved:</b>	04/2014
<b>Reviewed:</b>	06/2017