



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Housing and Grants Manager</b>	<b>LAST UPDATED:</b>	02/03/2017
<b>DEPARTMENT:</b>	Financial Services	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Assistant Finance Director	<b>FLSA DESIGNATION:</b>	Exempt

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**Summary:** Under general direction of the Assistant Finance Director, the Housing and Grants Manager will be responsible for the coordination of City Grants, the implementation of the following programs: Community Development Block Grant Program (CDBGP), Community Development Block Grant-Recovery Program, City of Frisco Targeted Down Payment Assistance Program, City of Frisco Social Service Grant Program and all programs created and overseen by the City of Frisco Housing Trust Fund.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Serves as Staff liaison for the Housing Trust Fund Board (citizen committee), to include meeting facilitation, contract negotiations, creation and implementation of program policies.
- Serves as the Housing Trust Fund representative to the City Council.
- Manages the Consolidated Plan Annual Plan, and CAPER processes.
- Prepares grant applications pertaining to the needs of low-income residents.
- Manages the Housing Rehabilitation Program.
- Plans, coordinates, prioritizes and reviews work of assigned division staff.
- Manages the CDBG sub-recipient grant process, contracts, and monitoring.
- Manages the Social Service recipient grant process, contracts, and monitoring.
- Prepares grant applications pertaining to the needs of low-income residents.
- Develops and implements programs which benefit low-and moderate-income citizens, such as home ownership programs and homelessness prevention programs.
- Prepares homebuyer program bids; awards contracts, solicits vendors.
- Ensures that grant programs are operated in conformance with Housing and Urban Development (HUD) rules and regulations. Develops and implements marketing and educational strategies that educate the public and encourage public awareness and participation in the City of Frisco Community Development Block Program, this includes public presentations, brochures, web site and exhibitions.
- Maintains grant files within guidelines specified by Federal funding source.
- Performs electronic data input and maintenance with HUD funding systems such as IDIS.
- Identifies housing program grant needs and opportunities within the City and works with City staff to define needs and seek appropriate grants.
- Works with City staff on the development and preparation of housing grant applications.
- Works with various organizations to create affordable housing.
- Coordinates with various City departments, consultants, contractors, and state and Federal agencies on the implementation and administration of grant projects.
- Creates grant applications for the City of Frisco departmental grants and monitors in-house grant processes.
- Works with local, state, and federal entities to ensure that grants are submitted, tracked, and in-compliance.
- Reviews in-house City grants for feasibility of Council approval and implementation.
- Ensures all grant applications are submitted to City Council for approval before submission.

- Tracks the grants program and financial progress.
- Conducts research projects, surveys, compiles and analyzes data for reports, projects, boards.
- Completes and files monthly and quarterly reports for each award of Federal, state or private financial assistance.
- Compiles, prepares, copies, and distributes various monthly reports and briefings to state and Federal agencies and to the City Manager.
- Recommends and administers the City of Frisco Community Development Block Program policies and procedures.
- Reviews and analyzes a variety of reports and statistical information regarding the Community Development Block Grant expenditures.

**Other Important Duties:**

- Attends training schools/seminars and other City related events which may require occasional overnight travel.
- Travels to assigned meetings, presentations and conferences.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills:**

- Knowledge of public finance, grant application and grant administration techniques and concepts.
- Knowledge of HUD grant administration and accounting regulations.
- Knowledge of IDIS and CDBG rules and regulations.
- Knowledge of City policies, procedures and organizational structure.
- Must have strong organizational skills and the ability to prioritize and manage multiple programs and assignments.
- Proficiency in the use of computers and related equipment, hardware and software.
- Skill in reading and interpreting blueprints, Federal or State regulations, technical handbooks, Ordinances and Statutes related to redevelopment.
- Skill in effective oral and written communications.
- Skill in preparing reports and correspondence.
- Ability to resolve problems quickly and effectively.
- Ability to work successfully with diverse constituents.
- Ability to effectively interact with contractors and non-profit agencies

**Preferred Education, Experience, and Certifications:**

- Bachelor's degree in Administration, Business Administration, Planning or related field **and** five (5) years experience working in neighborhood, community and affordable housing development and grand administration or related Federal Program **or**
- Master's Degree in related field and two (2) years' experience working in neighborhood, community and affordable housing development and grand administration or related Federal Program **or** equivalent combination of education and experience.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess valid State of Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment.

**Physical Demands**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.		Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.		Walking - on foot to accomplish tasks, long distances, or site to site.	X

### Work Environment

Work performed is primarily:

(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	X
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, standard office equipment, audio/visual equipment, and department vehicles.

Approved By:



Jennifer Hundt, Assistant Finance Director

2/3/17

Date



Shannon Allyn, Human Resources Generalist

2/7/2017

Date