

## **DISASTER RECOVERY GRANT ADMINISTRATOR**

### **Exempt Position Grade 70 Salary Range**

#### **NATURE OF WORK**

This position administers the City of Minot's CDBG-DR grant allocations and \$74-million-dollar CDBG National Disaster Resilience (NDR) Program and all of its associated projects, plans, and activities. This full-time grant funded position performs a variety of complex, high level program/project management, federal grant compliance and oversight tasks. Work is performed at the direction of the City Manager and provides oversight and compliance guidance to City departments and staff with involvement with the CDBG-DR and NDR grant funds, and manages CDBG-DR and NDR program leads and consultants.

#### **ESSENTIAL FUNCTIONS OF WORK** (May not include all of the duties performed.)

Develop and lead diverse teams to facilitate and ensure the advancement and successful completion of all program components, projects and activities.

Develop project scopes, schedules, budgets, work breakdown structures and resourcing plans identifying critical paths and milestone objectives.

Manage and track program progress against its scope, schedule and budget and ensure goals, objectives and deliverables are met.

Develop and implement recovery plans for off-schedule and unanticipated eventualities.

Oversee the work of consultants, contractors, and technical staff.

Work with or serve as Chief Resilience Officer to ensure program objectives, goals, and timelines are achieved and that regulatory requirements are met pursuant to specified federal grants' requirements.

Work collaboratively with all program partners and stakeholders to ensure program goals, timelines and performance measures are met.

Assist in establishing, implementing, and monitoring organizational policies as established in Minot's CDBG-DR and NDR Action Plan and provide guidance on said policies and procedures in an effective and efficient manner.

Work with staff to develop systems to ensure consistent, high-quality project management.

Provide leadership in development and maintenance of inter-team communication between City staff, consultant staff, CDBG-DR and NDR partners and stakeholders.

Promote the CDBG-DR and NDR program by making presentations, writing reports and updates and conducting and coordinating conferences, meetings and other forums.

Serve as lead role to manage and coordinate correspondence with HUD including monitoring responses (both HUD and Office of Inspector General (OIG)).

Prepare and coordinate undertaking CDBG-DR and CDBG-NDR Action Plan Amendments with staff and consultant assuring compliance with all HUD requirements

Serve as administrator for specific activities set forth under federal rules related to CDBG-DR and CDBG-NDR funding including but not limited to acquisition of property.

## **DISASTER RECOVERY GRANT ADMINITSTRATOR (continued)**

### **REQUIREMENTS OF WORK**

Demonstrated basic knowledge of HUD CDBG rules and regulations including ability to interpret and convey applicable regulatory requirements such as environmental, procurement, Section 3, Uniform Relocation Assistance, and Fair Housing

Exceptional knowledge and experience in managing complex programs and/or projects.

Exceptional knowledge and experience in project scheduling, implementation, and measurement of project progress, deliverables, and performance measures

Ability to motivate and lead staff to complete program requirements efficiently and accurately.

Ability to establish and maintain relationships with the city staff, consultants, CDBG-DR and NDR partners, and stakeholders

Ability to read, understand and create high level policy changes

Ability to manage and coordinate directly with HUD and other Federal funding agencies

Effective communication skills to lead project meetings and community meetings

Knowledge of CDBG, CDBG-DR, and/or CDBG-NDR desired

Knowledge of basic HUD policies and procedures desired

### **DESIRED MINIMUM TRAINING AND EXPERIENCE**

Desired education and experience includes: B.A. or B.S. in a business or technical discipline, 10 years of experience successfully managing complex programs and/or projects, 5 years of supervisory experience. CDBG Action Plan administration or related federal experience is highly desired for this position.

### **NECESSARY SPECIAL REQUIREMENTS**

Outstanding organization and prioritization capabilities

Outstanding written and oral skills

### **INTERPERSONAL SKILLS**

Team Player

Motivated self-starter

Communicates well with others

High Integrity

Shows respect to fellow employees and customers

## **DISASTER RECOVERY GRANT ADMINISTRATOR (continued)**

### **WORK ENVIRONMENT & PHYSICAL DEMANDS**

Work is performed primarily in an indoor environment;

Frequently requires sitting for long periods, up to 8 hours and ability to lift up to 20 lbs.; occasionally requires standing and walking for long periods, up to 4 hours;

Constantly requires clarity of speech and hearing that permits the employee to communicate effectively;

Constantly requires clear vision to read printed materials and computer screen to accomplish work;

Constantly requires repetitive movement of the wrists, hands, and/or fingers.