

**CITY OF GLENDALE**

**TITLE: Revitalization Grants Supervisor CLASS CODE: 318**

**REPORTS TO: Revitalization Administrator GRADE: 28**

**DEPARTMENT: Various FLSA: E**

**JOB SPECIFICATION DATE: October 29, 2007 kad**

**JOB SUMMARY**

Performs professional guidance and advisement in budgetary and accounting grants administration regarding compliance with complex federal guidelines for HUD's federal grants. Provides supervision to staff working with the grants.

**ESSENTIAL FUNCTIONS**

1. Performs professional highly detailed work in budgeting, accounting and grants administration regarding compliance with HUD's complex federal guidelines for grants.
2. Directs, plans and provides general supervision to support and professional staff.
3. Develops and directs the process for monitoring non -profit sub-recipient contractors.
4. May serve as liaison for the HOME program and infill housing sub-recipients in his/her absence; functions as the HOME consortium liaison and is a contributing member to the HOME peer monitoring team.
5. Assists with Davis-Bacon related projects to insure legality and compliance.
6. Monitors and provides technical assistance to sub-recipients.
7. Acts as the liaison for the CDAC including meeting arrangements and setup, creating agendas, coordinating the public hearing process.
8. Updates the procedures manual to keep current with revisions and changes.
9. Provides technical assistance to individual grant applicants and researches complex grant-related questions; conducts grant orientation and workshop presentations and handouts.
10. Reviews grant applications and prepares the CDAC binders to provide information and staff review comments on all submittals.
11. Manages the process of developing the 5-year consolidated plan on the assessment of community needs, short and long term goals, projections and strategies.
12. Manages the development and creation of comprehensive public reports which detail the goals relating to identified community needs. These reports compliment the 5-year consolidated plan, and include the Annual Action Plan and Consolidated Annual Performance and Evaluation Report.
13. Drafts Council communications related to grant administration and monitors the timeliness.
14. Oversees/prepares public notices, grant application process, ERR process and IDIS reporting.
15. Prepares and monitors the annual budget; reviews and approves quarterly cash transaction report and the year-end audit working papers; acts as an external auditor liaison.
16. Compiles strategic initiatives that contributes to the business plan; reviews and approves quarterly administrator report.
17. Coordinates and participates in innovation and information fairs.

**SECONDARY FUNCTIONS**

16. Performs other related duties as required.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

- Accounting theory, principles and practices and their application to grants administration
- The principles and practices of public administration as they apply to budgeting and departmental programs
- Grant sources, grant application procedures, proposals and reporting requirements
- Federal regulations relating to grants and departmental programs
- The city's financial and budgeting policies and procedures
- Computers and software applications related to areas of responsibility
- Governmental auditing and monitoring techniques

### **Ability to:**

- Prepare and monitor budgets, make revenue and expenditure projections
- Conducts research, analyze findings, and prepare clear and concise reports and recommendations
- Work independently on major projects
- Establish and maintain effective working relationships with City staff and federal, state and county agencies
- Ability to prepare accounting spread sheets and work papers
- Use a computer and program related software
- Ability to monitor and evaluate sub-recipient agreements and loan portfolios
- Evaluate financial information prepared by non-profit organizations
- Effectively supervise, train, and develop employees

## **WORKING CONDITIONS**

Office setting.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Accounting or a related field and four years experience in government finance and grants administration with some accounting including two years of supervisory experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.