

PROGRAM ADMINISTRATOR - COMMUNITY DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Director of Planning, the incumbent of this position performs moderately complex work in the administration, operation and oversight of a municipal community development program. An incumbent of this class is responsible for coordinating the implementation and management of one or more community development projects, including research of funding sources, submission of grant applications/reimbursements and oversight of the project through completion. This position requires frequent exercise of independent judgement within established policies and procedures. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Researches and evaluates various sources of funding for community development projects or proposals;

Writes, prepares and submits grant applications, including background documentation, in support of the grant application;

Conducts research for the implementation of community development projects, including surveys, interviews with consultants and fiscal studies;

Participates in the evaluation and modification of program qualities for community development projects;

Coordinates the steps in project planning and management to lead a project through to implementation;

Oversees and conducts interviews with contractors/employees in accordance with Federal requirements (ADA, Davis-Bacon, Wicks laws, etc.);

Compiles, reviews and evaluates proposals and bid documents for community development projects;

Maintains regular contact with various state, county, municipal, and community agencies;

Submits grant reimbursements to State contractors;

Maintains records and files documents (claims, vouchers, payroll records, etc.) for reimbursement of program expenditures from funding source;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the general principles, practices and techniques used in Community Development Block Grant programs; good knowledge of the policies, procedures and objectives of the municipality; ability to organize, develop, analyze and interpret both physical and research data; ability to conduct research and develop statistics and documentation to support proposals; ability to prepare written grant proposals and reports; ability to make effective and persuasive oral and written presentations; ability to interpret rules, regulations and policies; ability to develop internal guidelines and procedures for preparing and reviewing proposals; ability to establish and maintain effective working relationships with municipal and State officials, contractors and grant agencies; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; good organization skills; initiative; imagination; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and two (2) years of work experience that involved planning or project management for community development programs and/or procurement and administration of public or private grants.

SUBSTITUTION: A Master's Degree* in Public Administration, Business Administration, Planning, or related field may be substituted for one (1) year of the work experience described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.