



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: CDBG Coordinator

JOB NO: PM077212

JOB FAMILY: Professional

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To perform a variety of duties in the administration and implementation of the City's Community Development Block Grant (CDBG) program including the review and interpretation of budget forms and other financial documents, program monitoring and reporting; and to provide professional assistance to the City's professional planning staff.

SUPERVISION

General supervision is provided by the Director of Community Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Administer the City's CDBG program; prepare and review applications for CDBG funding; hold public hearings on proposals; coordinate funding deadlines with other City Departments, non-profit organizations and citizen groups; prepare the Consolidated Annual Performance Report, public notices, environmental reports and requests for program information and release of funds from the US Treasury.
3. Prepare the Annual Action Plan for submittal to HUD; review and update the Citizen Participation Plan and multi-year Consolidated Plan.
4. Assist in creating the Neighborhood Preservation Plan.
5. Prepare, review and verify a variety of documents, forms and reports for the CDBG program for submittal to the City Council, the public and HUD; prepare, setup, schedule and deliver presentations to various groups; interface with various businesses, associations and other civic groups.
6. Monitor grant recipients to ensure compliance with federal regulations; ensure expenditure agreements with the City are carried out as agreed upon.
7. Monitor subrecipient budgets and expenditures; maintain budget data in the City's as well as HUD's IDIS system.
8. Review, update, interpret and maintain a variety of files and filing systems related to federal regulations.
9. Research, prepare and analyze data for use in planning activities and for publication in data summaries, research reports and for the development of new programs.

OTHER DUTIES AND RESPONSIBILITIES

1. Serve as the liaison with the Dallas Homeless Consortium.
2. Attend and provide staff support on a variety of boards and commissions including the City Council.
3. Assist in graphics and mapping activities.
4. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Bachelor's degree from an accredited college or university with major coursework in public administration, finance or closely related field. Four years of related experience may substitute for the degree requirement.

EXPERIENCE

No experience required.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Research methods and sources of information related to urban growth and development, planning and public administration.

Various functions of municipal government.

Proper public contact and telephone etiquette.

Modern office procedures, methods and equipment including computer and related equipment.

Various types of software packages and their applications.

Advanced business letter writing and report preparation.

Methods and techniques of effective technical report preparation and presentation.

Pertinent federal, state and local laws, codes and regulations.

Principles and processes of federal and state grant processes.

Skill in:

Relating to the general public, City departments, federal agencies and related associations.

Operating a variety of office equipment including computers and related equipment.

