



CITY OF FARMINGTON, NM
Invites applications for the position of:
Grant Administrator
(Associate Planner/CDBG)

SALARY: \$46,472.36 - \$72,301.95 Annually

CLOSING DATE: Open Until Filled

DESCRIPTION/DUTIES:

POSITION SUMMARY:

The Grant Administrator (Associate Planner/CDBG) reports directly to the Planning Manager within the Community Works Department. This professional position is responsible for administration of the City's Community Development Block Grant Program (CDBG), and performs a variety of routine and complex administrative, technical and professional work in the Community Works Department.

Using excellent customer service skills, establishes and maintains effective working relationships with citizens, contractors, architects, engineers, HUD (U.S. Department of Housing and Urban Development) representatives, prospective and existing CDBG contractors and subrecipients, other city employees, officials, and all members of the general public.

ESSENTIAL DUTIES:

Maintains the City's CDBG Program files, records, and databases in accordance with HUD and City standards.

Closely monitors program/project performance with all CDBG contractors and subrecipients throughout the year to ensure CDBG Program and HUD goals are being met, City policies and

procedures are being followed, and to ensure the timely spending of CDBG funds.

Provides compliance training to program contractors and subrecipients. Reviews contracts with and invoices from CDBG contractors and subrecipients submitted for payment to the City through the CDBG Program.

Prepares and submits required reports to HUD in support of the City's CDBG Program.

Assists in determining eligibility of proposals for HUD funding.

Hosts and facilitates public meetings; Responds to inquiries; Prepares public notices, planning reports, GIS maps, graphics, and supporting data.

Researches, analyzes and interprets social, economic, population, and land use data and trends. Researches, compiles, and prepares a variety of studies, reports, and related information for decision-making purposes, including but not limited to, Affordable Housing Updates and Housing Assessments for Special Needs Populations, and those documents associated with CDBG requirements: Consolidated Plans; Action Plans; CAPER; and analysis of impediments to fair housing, and other documents and reports. Enters information into HUD's IDIS system, including projects budgets, reports, and accomplishments.

Assists the Planning Manager in coordinating the CDBG Division activities for the Department with other City divisions and outside agencies as needed.

Oversees the City's fair housing outreach program and will assist in the implementation of the City's affordable housing program, including updating the City's ordinance as needed. Provides technical and professional advice and recommendations; makes presentations to supervisors, boards, commissions, Mayor and City Council, civic groups and the general public.

In addition to CDBG management duties, may receive the public at the Community Works front counter and answer questions, and approve plans in accordance with the City's Unified Development Code.

May provide information on land use, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.

May assist in the development and implementation of zoning, subdivision regulations, updates to the comprehensive plan, land use plans, annexation studies, and other plans, studies, and codes to meet the City's needs.

May assist in evaluating land use proposals and site plans for conformity to adopted plans and ordinances; evaluates proposals' development impact as they relate to the adopted codes, plans, and policies.

May provide staff support to the Planning and Zoning Commission, the Administrative Review

Board, the Metropolitan Redevelopment Area Commission, and other boards or commissions. May assist in the enforcement of local ordinances and the interpretation of city land use codes and plans.

Assists in the coordination and management of planning projects and planning consultant contracts, as assigned.

QUALIFICATIONS

Valid New Mexico driver's license or ability to obtain one upon hire, with acceptable driving record for the past three years.

Extensive background checks are required.

Bachelor's degree from an accredited college or university with major course work in public finance and budgeting, accounting, city planning, public or business administration or a related field combined with two years of increasingly responsible experience in municipal government financing, urban planning or grant management or any equivalent combination of education and experience. AICP certification from the American Planning Association is preferred. Experience in municipal planning, budgeting or finance is preferred.

Prior experience with administering a federal grant program, customer service, making presentations, and facilitating public meetings is highly desirable.

The incumbent must be capable of working collaboratively in a team environment; be proactive and effective in his/her work habits; be able to maintain their own schedule and accomplish work products and tasks within specified deadlines with little supervision; consistently exhibit sound judgment, and be an energetic self-starter.

The incumbent must possess: excellent customer service skills; the ability to communicate effectively, verbally and in writing, including the proficient use of spelling, grammar, and punctuation; excellent mathematical skills; basic statistical skills; excellent listening skills; the ability to follow written and oral instructions; proficiency in time management and organizational skills; the ability to establish and maintain effective working relationships with city staff, city officials, other government agencies and the public; ability to uphold ethical standards by maintaining professionalism and objectivity; ability to participate in the compilation, research, analysis, and preparation of data, plans, and technical reports that can be read by the general public.

The incumbent must be capable of becoming proficient in: HUD and CDBG regulations and requirements; municipal financial practices, including procurement law; best practices in public accounting and bookkeeping; working in a fast-paced environment; basic planning, development, zoning and subdivision laws; the development and implementation of

comprehensive plans; making presentations and facilitating public meetings>
Experience with Microsoft Office software; ArcGIS applications; IDIS, HTE/AS 400 system
and Naviline; and, planning related software is preferred.

APPLY DIRECTLY ONLINE AT: www.cofjobs.com

This recruitment is subject to close at any time.

An Equal Opportunity Employer

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