



City of Tempe

NEIGHBORHOOD GRANTS ANALYST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	484	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development	<i>Salary / Hourly Minimum:</i>	\$58,013
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$78,317
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Accountant
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from Community Development supervisory and management staff

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Requires the equivalent to three years in compliance, research and/or implementation of HUD regulations and guidelines regarding CDBG, HOME and related programs and funding.
<i>Education:</i>	Requires the equivalent to a Bachelor’s degree from an accredited university or college with major course work in public or business administration, planning or degree related to the core functions of this position.
<i>License / Certification:</i>	Must possess and maintain a valid driver’s license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To oversee and ensure compliance with HUD regulations and reporting requirements for existing and proposed programs; actively participate in all HUD related activities and provide technical expertise to other staff.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Drafts and coordinates the Consolidated and Annual Plans, including required community involvement, notices, publications and preparation of the final documents, transmission and coordination with the Department of Housing and Urban Development (HUD);
- Prepares a variety of records, forms, documents and reports for CDBG, HOME and related grant programs using IDIS and related systems to include financial reports, allocation reports, and annual reports for HUD, City Council and Community Development;
- Lead for all monitoring activities, including review and monitoring preparation of City programs, evaluating peer programs, sub recipients, consultants and program participates. Activities include but not limited to program monitoring for compliance with federal requirements and guidelines, payment review and authorization, cost estimating, design and work specifications, technical assistance, inspections and reporting;
- Assists in the administration of CDBG, HOME and related grant programs that may involve revitalization, redevelopment and housing initiatives;
- Assists in setting grant funding priorities, prepares planning documents, contracts and related agreements; completes applications and funding allocation documents; and performs ongoing budgeting and financial monitoring of federally funded activities;
- Assist in the planning, prioritizing, implementing and reviewing the work of staff involved in the administrative and day-to-day operation of the HUD funded programs;
- Represents the City and Community Development to government agencies, community groups, residents, professional organizations and business. Staffs boards, commissions, committees, consortiums and other groups as needed;
- Research, recommend and develop CDBG, HOME and related programs and projects that will revitalize commercial and residential properties;
- Assist in planning, implementing and evaluating revitalization programs regarding commercial façade improvements, neighborhood revitalization programs, home ownership, commercial and residential rehabilitations, slum and blight removal, public improvements, property acquisition, public services and economic development;
- Develops policy and procedure manuals for all grant programs, including reviewing and updating as required;
- Develops and maintains computer databases and record keeping for all grant programs and projects;
- Performs related duties as assigned
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Operates computers, calculators and other office machines;
- May require working extended hours;
- Operate a city vehicle on an occasional basis.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective January 2012