



## City of Irving Job Description

### Projects Administrator

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Planning & Community Development (Community Development Division)
<b>Job Code:</b>	23191	<b>Reports To (Job Title):</b>	Community Development Manager

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#### PURPOSE

To provide oversight and leadership for non-housing community development programs, community housing development organization activity, housing development including multi-family LIHTC projects, all interdepartmental public facility and public improvement projects using federal resources, to encourage community engagement and outreach for associated projects to provide policy recommendations based on interpretation of complex and varied federal regulations. This position serves as the project coordinator for all proposed and completed Section 108 Loan Program projects and ensures compliance with local, state, and federal regulations and guidance.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Oversee the operations of the Community Housing Development Organization (CHDO) Program, housing development Program, and other special projects, including: rental housing, Section 108, public facilities, public improvements, and transitional housing programs.
- Manage the ongoing monitoring and oversight of in-progress and completed Section 108 projects. This includes approval of invoices, routine desk monitoring of performance based on compliance with directives from the U.S. Department of Housing and Urban Development (HUD), on-site monitoring of agency performance and operations; provision of technical assistance related to interpretation of federal regulations; lien monitoring; development of milestones and deadlines; and, other requirements of project management.
- Lead interdepartmental public facility and public improvement efforts including making recommendations for budget development; liaising with personnel in other related departments; reporting performance to HUD, city management, department leadership, and the Housing and Human Services Board; completion of required Council agenda items, including entry into MinuteTraQ system and creation of associated presentation materials; monitoring costs; reviewing and submitting reimbursement requests; and ensuring projects meet all federal requirements.
- Research and analyze data concerning project costs, feasibility, etc. for assigned development or special projects and makes recommendations as appropriate.
- Establish and maintain the budget for assigned specific programs and projects including appropriate usage of fund allocations and making recommendations for future budget allocations.
- As a member of the Community Development management team, assist in the development and implementation of assigned special projects by formulating program goals and establishing policies, procedures and developing supporting documentation.

- Manage, coordinate, and monitor Community Housing Development organizations and non-profit housing project developers to provide affordable housing units, which includes: creation of project contracts; setting of milestones, deadlines, and budgets; assisting with architects and engineers; entry into Minutetraq system and creation of associated presentation materials; overseeing construction; monitoring costs; reviewing and submitting draw requests; and assisting with ensuring that all units are sold to qualified homebuyers in a timely manner.
- Ensure federal, Board, and city performance reporting for areas of responsibility are completed in an accurate and timely manner, including but not limited to monthly Board reports and quarterly entry into the Integrated Disbursement Information System (IDIS). This position is also responsible for ensuring all grant-awarded contracts are reported appropriately into the Federal Funding Accountability and Transparency Act (FFATA) system to ensure HUD compliance.

**OTHER DUTIES AND RESPONSIBILITIES**

- Serve as division’s IT liaison, including monitoring and updating the division’s webpages.
- Provide technical assistance to Community Housing Development Organizations.
- Apply industry standards to special projects.
- Provide backup support for the environmental process.

**SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

**FINANCIAL / BUDGETARY RESPONSIBILITY**

Develop, track, monitor, and report programs and special projects budgets in the amount of approximately \$2 million. Review, approve/disapprove payment requests

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

**EDUCATION**

- Bachelor's Degree in Business Administration, Finance, Accounting, or related field.

**EXPERIENCE**

- Four (4) years of progressively responsible professional experience in the direct administration of federal grant programs.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- None

## **KNOWLEDGE OF**

- Federal Laws & Regulations: Fair Housing Laws; Section 108 Loan Guarantee Program Laws & Regulations; 2013 Home Investment Partnership Grant Final Rule, Community Development Block Grant.
- Project development processes, including planning, implementation, and closeout.
- Industry software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as Integrated Disbursement and Information System (IDIS), Federal Funding Accountability and Transparency Act (FFATA), and OneRoof.
- Budget Coordination: Principles and practices of budget preparation and control.
- Research techniques informed by applicable sections of federal, state and local laws and codes, as well as the technical aspects of special projects.
- Industry Standards & Practices: Applicable real estate, mortgage and lending, and housing counseling industry standards.
- Grant Writing Techniques: Effective methods of construction grant applications.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office suite.

## **SKILLS AND ABILITIES IN**

- Interpersonal Relations and Customer Service: Working with clients, colleagues, and external stakeholders in an effective manner. This includes dealing tactfully and effectively with employees, representatives of other governmental bodies and the public.
- Written and Oral Expression: Effectively communicating information and ideas in writing, as well as through speech, so others will understand.
- Professional Quality: Demonstrating technical expertise and leadership.
- Program Management: Developing, managing and implementing effective programs.
- Research and Report Generation: After researching data, preparing clear, concise logical written complex reports that can be discussed with similarly clear verbal explanation.
- Responsiveness: Making prompt and accurate decisions.
- Oral Synthesis: Explaining complex detailed financial data in simple, easy to understand words and concepts to first-time homebuyers and others.
- Reliable Self-Management: Exercising sound judgment and working independently with little direction; solving problems and moving ahead without constant instructions.
- Discretion: Handling confidential information within sound practices that demonstrate an appreciation for its sensitivity, as well as individuals' privacy.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Time Management: Managing time wisely to complete assignments and/or projects on time.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Persuasion: Convincing others to approach things differently.
- Negotiation: Bringing others together to reconcile differences.

## **GUIDANCE RECEIVED**

### **Direction and Varied Methods**

Typically receives general direction about assignments and work results to be attained. Requires judgement to determine which methods apply and what data/information should be considered. Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

## **CONTACTS**

This position has a high degree of daily contact with highly varied groups and works directly with outside agencies such as HUD, CHDOs, surrounding cities, internal departments, construction, architects, and engineering companies. Interaction may require obtaining cooperation of people, as well as, the exercise of courtesy and tact. In some instances, persuasion and negotiation are required.

## **EQUIPMENT AND PROPERTY**

This position utilizes office machinery, such as a computer/laptop, scanner, copier, and shredder.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is required to spend extended periods of time sitting and using office equipment, and lift up to 10 lbs.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee may have to manage multiple projects simultaneously, and may be interrupted frequently to meet the needs and requests of residents, clients, agencies, and/or contractors. The environment may be busy and will require excellent organizational, time and stress management skills to complete the required tasks.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.