



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY  
NEWPORT NEWS, VIRGINIA**

**POSITION VACANCY ANNOUNCEMENT**

**PVA #02-19**

**TO APPLY:** Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

**All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.**

**Posted: 01/24/2019**

**Deadline: 02/15/2019**

**GRANTS ADMINISTRATOR**

**Community Development**

**Salary: \$ 43,634 Per Year**

**Status: Full-Time Regular Position**

**GENERAL DEFINITION OF WORK:**

Performs difficult administrative work coordinating, preparing, and administering the HUD Community Planning and Development (CPD) grant programs to include Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME), monitoring the performance of grant-funded contractors, ensures grant activities comply with applicable Federal, State, and local regulations, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Community Development.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

**TYPICAL TASKS:** (Examples Only)

Coordinates and sets up the CDBG and HOME programs application process on a yearly basis.

Assists with developing the five-year Consolidated Plan for Housing and Community Development, Annual

Action Plan (AAP), and the Consolidated Annual Performance and Evaluation Report (CAPER). Ensures that all CDBG funded non-profit organizations execute annual contracts, provides monthly performance reports, and submits invoices for approved eligible CPD activities; conducts annual on-site monitoring visits for the assessment of non-profit organizations program performance measures. Sets- up all grant funded activities in the HUD Integrated Disbursement and Information Systems (IDIS); draws all funds for payment through IDIS; ensures all open IDIS accounts remain active and up to date until complete. Assist with compliance of federal regulations including Section 3 and Davis-Bacon. Assist with coordination of environmental review compliance of HUD funded activities. Prepares reports and other types of correspondence; prepares and maintains files and records. Researches grant opportunities and assist other staff with special projects.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the rules and regulations governing State and Federal grants; thorough knowledge in the use of standard office equipment and associated software; thorough knowledge in preparing reports and other types of correspondence; ability to manage the physical and financial control requirements of grants; ability to analyze necessary redevelopment areas and to recommend appropriate solutions; ability to communicate and present ideas clearly and effectively both orally and in writing; ability to establish and maintain effective working relationships with non-profit agencies, staff, city officials, governmental agencies, and the general public.

**EDUCATION AND EXPERIENCE:**

Associates/Technical degree with coursework in business management, finance, public administration, or related field and moderate experience in grant administration, or equivalent combination of education and experience.

**WORKING CONDITIONS:**

This work requires the frequent exertion of up to 10 pounds of force; work regularly requires using hands to finger, handle or feel, frequently requires sitting and speaking or hearing and occasionally requires standing, walking, reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**SPECIAL REQUIREMENTS:**

Complete HUD Integrated Disbursement Information System training within six months of hire. Valid driver's license in the Commonwealth of Virginia.