



## Position Description

**Position Title:** Program Manager I  
**Department:** Building, Housing and Planning  
**Salary Grade:** A12  
**Reports to:** Director of Building, Housing and Planning  
**FLSA:** Exempt  
**Date:** September 2018  
**Addendum:**

### Position Summary:

To assist the Director of Building, Housing and Planning in managing and directing the Department; plan, organize, direct and perform activities relating to planning, program development/implementation; assist in developing Department goals and objectives; assist in the development of and implementation of policies and procedures; coordinate development review activities with other City departments and other public agencies and private concerns; supervise and participate in the implementation of the City's Consolidated Plan and Annual Action Plan; monitor work flow; review and evaluate work products, methods and procedures; assist in preparing the Building, Housing and Planning budget; assist in budget implementation; monitor the budget; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget; prepare and review draft ordinances relating to zoning, subdivisions, building codes and related matters; conceive and implement programs and activities to improve the efficiency of the development review process; recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department; resolve conflicts among divisions and between divisions and outside interests; represent the Building, Housing and Planning to outside groups and organizations and at meetings of the Design Review Committee, Planning Commission, City Council and other entities; serve as Director of Building, Housing and Planning in the Director's absence; research and prepare technical and administrative reports; prepare written correspondence; establish and maintain positive working relationships with co-workers, other City employees, public and private officials, and the general public using principles of good customer service; and perform related duties as assigned. Works with a team to coordinate citizen participation activities or to compile information on citizen participation activities as determined by the Director and/or required by HUD.

### Duties and Responsibilities:

- Develops and monitors contracts and budgets. Monitors and evaluates program performance;
- Reviews compliance for payment requests;
- Performs periodic site visits and financial reviews. Ensures contract compliance. Assists in the review of non-profit agencies according to departmental schedules;
- Provides grant oversight and guidance to third party on HUD and other regulations;

- Reports requirements and contract compliance to agencies;
- Analyzes and processes program performance data and prepares special reports as required. Supervises data collection from assigned organizations and participates in the preparation of reports for HUD, which includes but is not limited to: the Consolidated Annual Performance and Evaluation Report (CAPER); Consolidated Plan; Annual and Five-Year Plans; and other reports as required;
- Performs IDIS input for HUD reports.
- Assists in the preparation of legislation, subrecipient agreements and other contracts, and monitors contracts for compliance;
- Contract, grant agreement and draw management;
- Federal compliance, including but not limited to Environmental Reviews, Labor Standards, Section 106, etc;
- Community Development Block Grant (CDBG), HOME and other federal, state and local Program Administration;
- Consolidated Planning Process and Documentation
- Other duties as assigned

**Necessary Competencies:**

1. Communication Skills- written and verbal
2. Customer Service
3. Leadership
4. Problem Solving
5. Prioritizing
6. Attention to detail
7. Initiative and Creativity
8. Strategic Planning and organizing

**Requirements:**

- Must be proficient in Microsoft Office Suites (Word, Excel, Outlook, Power Point, Microsoft Access is preferred) or equivalent software. A valid State of Ohio Driver's License is required.
- A High School Diploma or GED is required. A minimum of a Bachelor's Degree in Urban Planning, Urban Studies, Public or Business Administration, or a related field from an accredited four year college or university is required;
- Three years of full time paid experience in community planning, community development grants management, or related field is required. (Substitution: Three years of relevant experience may substitute for two years of college; A Master's Degree in Urban Planning, Urban Studies, Public or Business Administration, or related field may substitute for three years of experience.)
- Familiarity with HUD's Integrated Disbursement and Information System;
- Familiarity with the Code of Federal Regulations pertaining to CDBG, HOME and other programs as required;
- Ability to establish and maintain effective working relationships with the public, developers, elected and appointed officials as well as with other staff; and
- Ability to work independently as well as in a "team" setting.
- The following are preferred: Experience in public speaking and facilitating public meetings; Excellent written and verbal communication skills.

Limited, very minimal supervision is provided. Employee regularly makes independent decisions and may operate without established procedures. Employee knows and understands work requirements, defines issues and develops resolutions, provides input for revising existing policies or makes policy decisions.

**Physical Demands:**

This section includes physical demands and working conditions that must be met by an employee while performing the essential duties of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.

- Remaining in a seated position;
- Moving about on foot;
- Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly;
- Raising or lowering an object(s) from one level to another between 25-50lbs; and
- Exposure to noise.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of City of Lorain. No job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibility.

The City of Lorain is an Equal Opportunity Employer.

***Employee Acknowledgement***

***I have read this job description and discussed it with my supervisor.***

<b>Employee Name:</b>	
<b>Date Completed:</b>	
<b>Supervisor Name:</b>	
<b>Date:</b>	