

GRANTS ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position involving responsibility for supervising the work performed under specific community development grants and for overseeing the expenditure of grant funds. The incumbent is only responsible for administering and supervising specific community development projects and is not responsible for overseeing a municipality's overall community development program. The work is performed under the general supervision of a governing board or other governmental official with considerable latitude allowed for the exercise of independent judgment in carryout out assigned duties. Direct supervision may be exercised over a small clerical and/or technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises and participates in the administration of specific community development grants to improve housing and commercial buildings and to carry out public works projects; Meets with government officials, private contractors and developers to discuss the nature and extent of projects to be undertaken; Visits work sites and meets with contractors before and during the work phase of a project to insure that the job is being done in conformance with contract specifications; Deals with the general public in various matters related to carryout out community development projects; Oversees and participates in the preparation of progress of financial reports as required by State or Federal agencies and the municipality; May assist in the preparation of applications for the renewal of community development grants.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of Federal, State and local laws, regulations and policies as they apply to the administration of community development grants; Good knowledge of modern techniques used in building and public works construction; Working knowledge of construction contracts; Working knowledge of procedures related to real estate transactions and property appraisal; Ability to establish and maintain effective work relationships at an administrative level; Ability to deal effectively with the general public; Ability to read and understand complex written material; Resourcefulness and initiative; Good professional judgment, Tact and courtesy; Physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Six years of experience in one or more of the building trades, two of which must have been in a supervisory or administrative capacity; OR
- B. Six years of experience in building inspection or a related field; OR
- C. Six years of experience in municipal, regional, or community planning or a related field; OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

NOTE: College credit in Business Administration, Public Administration, Architecture, Engineering, or related field may be substituted for the above experience on a year for year basis.

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