

SENIOR COMMUNITY DEVELOPMENT SPECIALIST  
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
CITY OF MOUNT VERNON, NEW YORK

This position is a professional and administrative position in the City of Mount Vernon, New York Department of Planning and Community Development, involving the administration and oversight of the City's CDBG Entitlement grant, HOME Investment Partnerships grant, and Continuum of Care grants.

DUTIES AND RESPONSIBILITIES

Responsibilities shall include but not be limited to the following:

- Knowledge and interpretation of federal regulations for CDBG, HOME and CoC Programs;
- Responsible for coordinating the preparation of the Consolidated Annual Action Plan and CAPER;
- Maintains the HUD Integrated Disbursement and Information System (IDIS);
- Maintains ELOCCS;
- Performs financial management of all accounts including grants. Reconciles accounts with IDIS and the City;
- Responsible for subrecipient monitoring and assists sub grantees and vendors with compliance with federal regulations including Section 3 and Davis-Bacon. Submits relevant reports as required by HUD. Provides Technical Assistance. Prepares and oversees execution of contracts and grant agreements;
- Develops and implements the Citizen Participation Plan including coordination with citizens, non-profits, and elected officials;
- Coordinates environmental review compliance of HUD funded activities;
- Ensures activities comply with program regulations. Maintains project files for beneficiary and other compliance documentation.
- Work with auditors and HUD representatives to ensure accuracy and compliance of all regulations
- Additional responsibilities as required in a complex and changing work environment.

This is an illustrative description of the position. Omission of a specific statement of duties does not preclude the logical assignment of work. The nature of the work is dynamic.

QUALIFICATIONS

Bachelor's Degree in business administration, planning, accounting or related field with five years of HUD CDBG grant administration and IDIS knowledge.

KNOWLEDGE AND SKILLS

Knowledge of the principles and practices of public administration and governmental organizations;

Knowledge of state and federal accounting procedures for government and non-profit fiscal programs;

Ability to prepare statistical and financial reports both written and computer;

Ability to read, interpret and apply complex regulations;

Strong organizational skills and effective communication, both verbally and in writing;

Ability to establish and maintain effective working relationships with colleagues, local, state and federal governments, citizens, community groups and funding agencies;

#### SALARY

The position is non-civil service and is funded by federal grants.