



City of Commerce

CDBG SPECIALIST

Department: **Community Development**
Revised Date: **August 2009**

Class Code: **3115**
FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision, coordinates Community Development Block Grant (CDBG) program services provided by outside agencies and service providers; assures that appropriate services are provided to eligible participants.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates housing programs funded by the U.S. Department of Housing and Urban Development (HUD) & CDBG, and allocated by the Los Angeles Community Development Commission (CDC); reviews operations of outside agencies and service providers to assure that appropriate services are provided to eligible participants; participates in contract compliance review and monitoring, including application review, eligibility evaluations, payment processes, and reporting.
- Oversees provision of grant-funded services and programs by outside agencies and service providers; monitors activities of grant funded programs to assure the technical requirements of the participating entities are met; monitors programs to assure compliance with Federal regulations, contracts and agreements, and CDC standards.
- Provides technical assistance to program participants and service providers; tracks client participation and other statistics as required for internal and external reporting; reviews client records to assure programs meet CDBG, HUD and CDC standards; maintains records of activities, and submits operational and financial reports as required.
- Attends public hearings and advisory committee meeting as requested to assist with reporting and program issues; keeps informed of community, social and economic resources available to low- & moderate-income families.
- Assists program participants with questions, problems and concerns, and responds within scope of authority; assures effective communications of project status, goals and objectives.
- Coordinates projects and manages cooperative working relationships with City departments, outside contractors and other agencies to accomplish goals and resolve project conflicts.
- Assists other housing services staff with special projects, program issues, and data management.
- Maintains the absolute confidentiality of all records and information.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Business or Public Administration, Urban Planning or related field; AND three year's experience in community development programs.

JOB DESCRIPTION

CDBG Specialist

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Public housing occupancy issues and regulations.
- HUD, CDBG, and CDC standards, protocols and procedures.
- Community service agencies and other local assistance programs.
- Grant-funded project management and documentation requirements.
- Project, budget and contract management techniques.
- Business and personal computers, and project management software applications.
- Record keeping and file maintenance principles and procedures.

Required Skill in:

- Reading, understanding, and applying relevant City, state and Federal statutes, rules, ordinances, codes, and other governing regulations.
- Reviewing, updating and maintaining files, reports and documentation for grant programs.
- Interpreting HUD & CDBG documents and program regulations.
- Organizing and managing records.
- Managing project budgets and contracts, and meeting critical time deadlines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with City employees, contractors, and representatives from other local, state and Federal agencies.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.