



JOB ANNOUNCEMENT

NAME OF POSITION: Community Development Program Manager

FLSA: Non-Exempt

DESCRIPTION: Manages SEAGO's Community Development Program and staff; manages the Community Development Block Grant program for SEAGO's four-County Region; assists in development of new programs including housing; collaborates with other SEAGO Programs, funding agencies, regional stakeholders and SEAGO Member Entities as part of a dynamic, growing team.

EDUCATION/EXPERIENCE: A Bachelor's degree in public administration, planning, business administration, social services, or closely related field; a minimum of three (3) years demonstrated experience in program planning, program implementation, program management, and grant administration in the public or nonprofit sector, including experience in procurement and contract law and in construction; or any combination of education, training, and experience which provides the required knowledge, skills, and abilities. See the full job description for more details.

Position is open until filled with first review of applications March 15, 2024.

Salary Range: \$57,428 to \$80,400 per year plus travel pay and full benefits.

Contact Diane Becerra 520-432-5301 Ext 207 or dbecerra@seago.org with any questions.

SEAGO IS AN EQUAL OPPORTUNITY EMPLOYER.

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Community Development Program Manager Job Description

TITLE: Community Development Program Manager

JOB CODE: 103

FLSA: Exempt

PREPARED: May 2018

UP DATED: November 2023

Summary: Under policy guidance, administers the Community Development Block Grant (CDBG) Program for the region; assists communities in project planning, writing grant applications and administering awarded projects; develops strategic vision and program development opportunities; oversees and manages Community Development staff.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- ✓ Manages the administration of numerous CDBG projects for member agencies; develops, negotiates and provides the administration contracts to the local agencies.
- ✓ Oversees organizing the project files, and the environmental review process.
- ✓ Manages CDBG procurement processes for engineering, architect and construction services for SEAGO communities, per Arizona Department of Housing standards.
- ✓ Organizes and attends project design meetings and construction site visits; ensures that projects are completed and meet the objectives of the community in compliance with applicable state and/or federal requirements.
- ✓ Manages project finances; verifies pay requests; prepares grant reimbursement requests; maintains financial records; oversees expenditures to keep projects within budget; ensures that state financial thresholds are met.
- ✓ Responsible for achieving successful project completion; tracks progress and ensures projects are completed within the contract timeline; prepares close-out report; attends state monitoring visit and responds to questions.
- ✓ Oversees the grant planning and application process for the region in accordance with state and federal regulations and the regional Method of Distribution; assists with scheduling and conducting public hearings; assists local community in evaluating potential projects for eligibility according to CDBG National Objectives; assists with Special Income Surveys as needed.
- ✓ Reviews potential projects with ADOH; provides Technical Assistance in Application Preparation for communities receiving CDBG funding in each given year;
- ✓ Provides technical assistance and training for community officials; keeps SEAGO Board informed of and in compliance with policy and regulatory changes.
- ✓ Implements and monitors program budget, ensuring compliance with applicable fiscal constraints; reviews and approves expenditures.
- ✓ Provides training and supervision of Community Development staff; collaborates with other SEAGO program staff as part of a dynamic team.
- ✓ Adapts to changing funding environments; identifies, evaluates and implements new grant or program opportunities; assists in re-establishing SEAGO's Housing Program and meeting SEAGO's strategic objectives for housing.
- ✓ Performs other related duties as assigned.

Desirable Knowledge, Skills, Abilities and Experience:

- ✓ Knowledge of the principles and practices of public administration, grant writing, and management.

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- ✓ Knowledge of federal, state and local laws, regulations, policies and procedures related to community development and grant administration.
- ✓ Knowledge of state housing and community development programs and services.
- ✓ Knowledge of the principles and practices utilized in research, analysis, program planning, development, and implementation.
- ✓ Knowledge of training, supervisory, and motivational techniques; knowledge of employee policies, procedures, and personnel administration methods; knowledge of equal employment opportunity and anti-discrimination practices.
- ✓ Knowledge of budget planning, development, management, and financial reporting.
- ✓ Knowledge of community needs and resources available to meet those needs.
- ✓ Knowledge of the principles and practices of procurement and project management.
- ✓ Skill in conducting and facilitating public meetings, and in coordinating activities with local elected and appointed officials.
- ✓ Skill in planning and organizing work to meet program deadlines.
- ✓ Skill in establishing and maintaining effective working relationships with co-workers, member agencies, providers, and the general public.
- ✓ Skill in researching, gathering, analyzing, and reporting on the needs of the region.
- ✓ Spanish language skills are desirable but not required.

Education, Experience, and Certifications:

A Bachelor's degree in public administration, planning, business administration, social services, or closely related field; a minimum of three (3) years demonstrated experience in program planning, program implementation, program management, and grant administration in the public or nonprofit sector, including experience in procurement and contract law and in construction; or any combination of education, training, and experience which provides the following **required knowledge, skills, and abilities**:

- ✓ Outstanding communication skills including written, verbal, and presentation skills.
- ✓ Demonstrated proficiency with the Internet and Microsoft Office (Word, Excel, and PowerPoint).
- ✓ Understanding of public sector and nonprofit organizations, and ability to quickly understand key programmatic activities and challenges.
- ✓ Demonstrated ability to work independently with strategic guidance and work well with a diverse array of stakeholders to achieve desired outcomes.
- ✓ Demonstrated ability to learn, analyze, and synthesize new information quickly and make decisions.
- ✓ Demonstrated experience handling multiple assignments and meeting deadlines with attention to accuracy and detail, while thinking broadly and handling a high volume of work.
- ✓ Ability to organize and maintain records, prepare reports, and compose correspondence related to the work.
- ✓ Strong interpersonal skills with ability to develop and sustain effective collaborative working relationships with a variety of persons of various socio-economic and ethnic compositions.
- ✓ Must be highly motivated and productive in a dynamic environment.

Environmental Factors and Conditions/Physical Requirements:

- ✓ Work is generally performed in a fast-paced office environment with frequent interruptions and irregularities in the work schedule.
- ✓ This position will require community work and travelling to and from various community locations, therefore, the selected individual in this position must have the ability to travel, which may include operating a motor vehicle, using walkways, stairs, and/or elevators.
- ✓ Ability to lift up to 20 pounds.
- ✓ Ability to communicate by voice, use sight, and hearing.

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- ✓ No special coordination beyond that used for normal mobility, operation of conventional office equipment, and handling of everyday objects and materials is needed to perform the job satisfactorily.

Equipment and Tools Utilized:

- ✓ Equipment utilized includes computerized and conventional office equipment.
- ✓ Operation of motorized vehicles may be required for travel.

Other Requirements:

- ✓ Must possess a valid State of Arizona driver's license.
- ✓ Must have access to reliable transportation and ability to demonstrate proof of vehicle insurance.

Grant Funded:

This is a grant-funded position that has been created to perform the duties and meet the requirements of one or more grants or contracts. The position is paid through funds received by SEAGO for administration of the grant or contract. If the funding is withdrawn or significantly reduced, the position may be eliminated and/or the employee will be subject to layoff procedures or a reduced work schedule.

SouthEastern Arizona Governments Organization provides equal employment opportunities to all applicants without regard to race, color, religion, sex, national origin, age, disability, political affiliation, or veteran status, genetics or any other protected status in accordance with applicable federal laws.

Approvals:

Name: _____ **Title:** Community Development Program Manager **Date Signed** _____

Name: _____ **Title:** Executive Director **Date Signed** _____