



# CECIL COUNTY GOVERNMENT

## POSITION ANNOUNCEMENT

November 18, 2020

### DEPARTMENT OF COMMUNITY SERVICES

### HOUSING AND COMMUNITY DEVELOPMENT –

### CDBG PROJECT ADMINISTRATOR - FT CONTRACTUAL

**CDBG PROJECT ADMINISTRATOR-** is needed for Housing & Community Development within the Department of Community Services. This position has an hourly rate of \$19.8667. This position is responsible for management, coordination, and delivery of housing and community/economic development project(s) funded by the Community Development Block Grant program. PTO, medical, holiday pay and workers compensation benefits are included. This position is grant funded for at least one (1) year, subject to contractual agreement, and based upon renewal.

**Position requirements:** Bachelor's Degree with major coursework in Business, Public Administration, Human Service or related field preferred or Four (4) years' experience in grant management, program management or other HUD related programs; A comparable amount of training and experience may be substituted for the minimum qualifications; Must possess a valid driver's license.

**Duties:** Include, but are not limited to the following: Administration of short-term rental assistance program for Low-to-Moderate Income families in Cecil County. Requires completion of intake/assessment, income verification, documents review, and payment processing. Inspection of other verification of safe and healthy housing conditions for recipients is also required; Meets with & reports to the Chief (Housing and Community Development) to report activities and outcomes, develop funding proposals and applications, and communicates frequently with all partners and County leadership on project and program progress and results; Responsible for all elements of project financing and funding, reviews development – related payment request, budgets and accounting reports, request for proposals, and contracts; Monitors project funds; Conducts on-site project monitoring, forecast cash flows; oversees department audit process for select projects and functions, maintains project related databases, and generates all necessary reports; Maintains technical competency relative to HUD and MD Housing and Community Development programs and guidelines, project financing, county financial practices and federal, state, and local legal requirements. Interprets and communicates relevant applicable knowledge for community partners. Functions as technical resource for project partners for problem solving and project management leadership as needed; Facilitate the application process from the community for designated funding source; Prepare the application, provide training to community on eligible uses of a given funding source, and coordinate across departments to ensure strategic alignment; Create and maintain program documents for funding sources and sub-recipients; Implement monitoring procedures to ensure program manuals are adhered to by sub-recipients; Prepare project reviews including the gathering and assembly of information and any administrative duties associated with processing of reviews. May process project payment request and maintain appropriate financial records and databases in cooperation with the Cecil county Finance Department.

**Application procedure:** Please go to [www.ccgov.org](http://www.ccgov.org) to complete an application/ submit a resume. Open until filled.

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