

Town of Ayer, Massachusetts

Position Title: Grants Administrator/Program Manager

Exempt/Non-Exempt: Exempt
(Fair Labor Standards Act)

Classification Grade: 3

Step:

Brief Definition/Description of Job:

Responsible for the day to day operation of the office, general supervision of two staff persons, and the research, writing and implementation of the housing rehabilitation program grant and other grant related matters.

Responsible for the coordination and administration of all grant activities consistent with the Federal Housing and Urban Development regulations, State Department of Housing and Community Development regulations and local regulations.

1. Education/ Knowledge, Ability, and Skill

Intensive knowledge of the specialized field of federal, state and private grant writing and administration as well as a general knowledge of related fields. Bachelor's degree in public administration, management or a related field required. Advanced degree desirable.

2. Experience

Candidate should have over a 1 ½ years, up to and including 3 years of experience.

3. Judgment and Initiative

Duties may involve the performance of specialized procedures requiring comprehensive knowledge of housing rehabilitation (e.g. determining/confirming eligibility, coordinating training for staff) and other grant functions and techniques or the exercise of technical expertise in applying standard professional techniques. May be required to exercise judgement in the analysis of facts or circumstances surrounding individual problems in order to determine the appropriate course of action.

4. Supervision Required

Works under the administrative direction of the Economic Development Director, working from departmental policies and procedures. The employee functions independently referring specific problems to superior only where clarification or interpretation of policy or procedure is required. May be virtually self-supervising.

5. Accountability

The nature of the housing rehabilitation program and other grant writing and project management work (e.g. specialized technical procedures, extensive analysis, etc.) means that errors in judgement or techniques would probably be difficult to detect. Consequences could result in excessive costs (e.g. recommend purchase of unsuitable materials for housing rehab project), delay of service delivery (e.g. the list of units waiting to be rehabbed would not be done in a timely fashion), or direct financial or legal repercussions (e.g. if the state and/or federal governments annual audit of the grant funds and program show any problems or irregularities).

6. Contact with Others

The duties require that the employee have the ability to deal with the public on behalf of the department and the town to communicate detailed or semi-complex information to municipal employees or the general public, or to discuss controversial subjects or supervisory matters where tact is required to avoid friction and obtain cooperation (e.g. coordinating the town's grant needs on behalf of public officials, coordinating a citizen steering committee, assistance in homeowners application process, work with homeowners on the project waiting list). Contacts with other employees or the general public occur under conditions requiring tact, understanding and patience.

7. Confidentiality

Employee works with limited confidential information, such as municipal personnel records, bid proposals, etc. (e.g. contractor bid proposals, homeowner/client financial information, lien subordination agreements and closing documents and staff personnel information). If confidential information were disclosed there might be an adverse effect on employee (or client) morale or municipal public relations.

8. Physical Environment

The employee works in good working conditions in an office environment, with occasional exposure to machine or related noise or unpleasant elements, such as chemical fumes, dust, heat, cold oil, etc (e.g. review and approving project work plan, on-site construction inspections in and outdoors, and final project inspections). Some element present, which makes conditions less desirable than usually found in municipal offices. Includes work under typical shop conditions or outdoor work that is suspended when weather conditions are poor.

9. Manual Skills

Duties may involve significant use of manual skills requiring finger dexterity and motor coordination. Examples include typing, operating word processors and computer terminals and operating a vehicle.

10. Physical Effort

Duties may require intermittent light to moderate physical effort in carrying, lifting or moving lightweight materials or equipment, walking or standing approximately half of the time.

11. Occupational Risks

Duties generally do not present any occupational risk. Minor injury could occur, however, through employee failure to follow safety procedures. Examples of injury include minor bruises from falls, minor cuts and burns, or muscular strains from lifting or carrying equipment or materials.

12. Character of Supervision

Employee provides direct supervision to the housing rehabilitation/grants department. Responsible for service delivery, personnel actions, work force planning and budget development and control (e.g. grant budget preparation and management. May provide functional supervision over a large and/or highly technical section of a major department.

13. Scope of Supervision

Employee supervises a housing rehabilitation specialist and a program assistant. Therefore, the employee supervises five (5) or fewer people.