



**NOTICE OF POSITION
VACANCY**

**ISSUED: 09/23/21
CLOSING DATE: 10/07/21
LOCATION: PLANNING**

GRANTS ADMINISTRATOR

One Full-time (40 Hrs/wk) Vacancy

- **Salary Band G; Anticipated Starting Hourly Range - \$25.54 - \$28.89**
- **Full Salary Range: \$25.54 - \$33.51**

DEFINITION: Position is responsible for assisting in the administration of U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Program, the Community Preservation Act (CPA) and other related grants awarded to the City.

ESSENTIAL FUNCTIONS:

Handles financial management of CDBG and other federal grants, including but not limited to ensuring expenditures are consistent with grant contracts and federal regulations.

Manages all HUD reporting in HUD system (IDIS), including but not limited to setting up activities and funding in IDIS, drafting budget, making financial revisions in IDIS as needed, and preparing quarterly reports, Annual Action Plans, Consolidated Plans, and year-end report.

Responsible for all financial reporting, monitoring, and projections for the Community Preservation Act.

Prepares bill warrants and processes payments to vendors.

Prepares yearly contracts and amendments as needed.

Manages reconciliation of all grant accounts and prepares draw down of HUD funds for reimbursement to the City. Monitors loan payments; reviews sub-recipient reports on quarterly basis to assess compliance with contract and federal regulations.

Works with grant recipients to advance projects. Provides revenue forecasting for Community Preservation Committee to ensure accuracy of mandated spending set-asides.

Assists with annual outside audit of City. Attends frequent webinars to stay updated on HUD and IDIS changes

Posts relevant documents to website; records minutes at meetings; processes discharges for recording; prepares statistical reports. Assists with the financial management and reporting for other assigned grants. Performs similar or related work as required.

MINIMUM QUALIFICATIONS:

Education and Experience: Bachelor's degree in accounting, finance, business or a related field and more than one year, up to and including three years, of experience with Federal grants (CDBG preferred), accounting, and Munis and IDIS financial systems in a municipal setting, or any equivalent combination of education and experience, required.

Knowledge, Ability and Skill:

Knowledge: Knowledge of office practices and procedures; knowledge of accounting and budgeting practices and procedures; knowledge of federal regulations relating to grants; knowledge of the workings of municipal government.

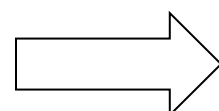
Abilities: Ability to work independently in formulating decisions, interpreting policies and procedures; ability to complete multiple tasks and set priorities; ability to produce accurate reports and pay attention to detail; ability to maintain objectivity and fairness in dealing with people.

Skills: Skilled in establishing and maintaining positive interpersonal relationships; skilled in using various computer software programs including, but not limited to, Word, Excel, Munis and IDIS; verbal and written communication skills.

PHYSICAL REQUIREMENTS:

Physical Skills

The work involves physical skills typical of an office environment, including sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.



Motor Skills

The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Essential position functions require ability to routinely read documents for general understanding and analytical purposes and ability to view a computer monitor.

BENEFITS: Benefits are covered by the NAPEA collective bargaining agreement.

TO APPLY: Qualified employees who wish to be considered for promotion or transfer to the above position may do so by completing a Request for Promotion/Transfer form and submitting it, with a resume, to the Human Resources Department. Others please submit application to Human Resources via the green "Employment" button at www.northamptonma.gov or to 240 Main Street, Northampton, MA 01060 no later than the above closing date.

EQUAL OPPORTUNITY EMPLOYER