



**CITY OF CHELSEA, MA**  
**Human Resources Department**

City Hall, 500 Broadway, Room 301 · Chelsea, MA 02150  
Phone: 617.466.4170 · Fax: 617.466.4175

**HOUSING & COMMUNITY DEVELOPMENT GRANT MANAGER**

Department: Housing & Community Development  
Union/Pay Grade: United Steelworkers / Grade: 10  
Annual Salary: \$69,696.54 – \$90,625.24

**POSITION SUMMARY (FULL DESCRIPTION FOLLOWS BELOW)**

The Department of Housing and Community Development strives to achieve a prosperous, healthy, and equitable community. A strong community development function is rooted in sound administrative systems, robust management and oversight, and a commitment to maintaining compliance to ensure that resources are continuously obtained and effectively used.

The Department is seeking a Housing & Community Development Grant Manager to oversee critical grant and financial management functions, while providing administrative, fiscal, and budgetary assistance to the Director of Housing & Community Development. As assigned, oversees and manages all aspects of key federal and state grants, including, but not limited to, the Community Development Block Grant Program. Oversees budget preparation and monitoring, financial transactions, compliance monitoring, and program management. Assists in the development, coordination, and implementation of various grant programs and the Department's capital improvement programs.

**EDUCATION AND EXPERIENCE**

BS/BA degree preferred in the area of urban planning or policy, public administration, business administration, finance, or a related field; At least four (4) years of similar work experience; one (1) year of which is in an administrative supervisory capacity; An equivalent combination of post-secondary education and work experience will be considered. Bilingual (English and Spanish) helpful.

**SKILLS, KNOWLEDGE & ABILITIES**

- Knowledge of the Community Development Block Grant Program, community development policies and procedures, and municipal business practices;
- Ability to maintain strict level of confidentiality in all Departmental matters;
- Capable of performing grant and financial management functions with current software and enterprise systems; fully computer literate; capable of evaluating effectiveness of programs used and recommending enhancements;
- Negotiation, problem resolution, and interpersonal skills demonstrated through similar experience;
- Strong attention to detail, organizational skills, & ability to adhere to & enhance policies;
- Demonstrated budgeting and finance aptitude, including strong basic math skills;
- Ability to collaborate with staff, funding agencies, City departments, and external stakeholders;
- Working knowledge of city planning principles and practices;
- Working knowledge of the functions of municipal government, local ordinances, rules and regulations, including public procurement in MA;
- Ability to communicate clearly and accurately, including ability to communicate complex information in a simple fashion. Ability to interact with the public in a courteous manner;

**Qualified candidates submit an employment application, with cover letter and resume to Human Resources, City of Chelsea, 500 Broadway, Room 301, Chelsea, MA 02150 or email to [jobs@chelseama.gov](mailto:jobs@chelseama.gov). or visit our website @ [www.chelseama.gov](http://www.chelseama.gov) The City of Chelsea is an Equal Opportunity Employer.**

**CITY of CHELSEA**  
**POSITION DESCRIPTION**

**JOB TITLE:** Housing & Community Development Grant Manager (Grant Funded)

**UNION AFFILIATION:** USWA

**PAY CLASS/GRADE:** 10

**POSITION SUMMARY**

The Department of Housing and Community Development strives to achieve a prosperous, healthy, and equitable community. Tasked with strategic planning, project implementation, and policy making, the Department is committed to responsibly delivering projects, programs, and services designed to support equitable growth, prevent displacement, and promote the prosperity of the community. Centered on these key areas of concentration, the Department addresses community needs – physical, infrastructural, social, economic, and environmental – and the initiatives necessary to foster a dynamic, just, and diverse 21st century urban city.

A strong community development function is rooted in sound administrative systems, robust management and oversight, and a commitment to maintaining compliance to ensure that resources are continuously obtained and effectively used. The Department is seeking a Housing & Community Development Grant Manager to oversee critical grant and financial management functions, while providing administrative, fiscal, and budgetary assistance to the Director of Housing & Community Development. As assigned, oversees and manages all aspects of key federal and state grants, including, but not limited to, the Community Development Block Grant Program. Oversees budget preparation and monitoring, financial transactions, compliance monitoring, and program management. Assists in the development, coordination, and implementation of various grant programs and the Department’s capital improvement programs.

**ESSENTIAL FUNCTIONS**

*Grant Management*

- Prepare, submit, and perform grant and financial management and compliance activities related to the Department’s Community Development Block Grant Program and other community development grants. These include, but are not limited to, oversight of budgets and expenditures, management of community development projects and programs, civic engagement, preparation of quarterly and monthly reports, management of program finance activities, and responsibility for grant compliance activities;
- Act as main representative of City to state agencies on matters pertaining to the Community Development Block Grant Program and, as assigned, other grant programs.
- Coordinate effectively with staff, departments and agencies, funding sources, private contractors, and community based organizations towards accomplishing Department’s grant and financial management goals;
- Implement grant management, financial, and compliance processes and procedures for the Department, in accordance with local, state, and federal regulations and grant requirements;
- Assist in the preparation of grant applications, including, but not limited to, the preparation of budgets and proposals, coordination of various staff, departments, and private contractors, and creation of management plans to assure compliance;
- Ensure grantees and contractors satisfy all reporting obligations, while completing required monthly and quarterly reporting;
- Undertake compliance monitoring exercises to identify and mitigate risks, maintain good standing, and ensure the Department upholds all obligations;
- Remain informed of grant opportunities, grant policies and regulations, and policies that may affect Departmental grant activities;

### *Program Monitoring & Management*

- As assigned, oversee and coordinate Community Development Block Grant funded programs, in compliance with grant requirements, including staff coordination, planning, civic engagement, budgeting, assistance with procurement and contracting, financial management, contractor management, and the coordination of activities against established schedules, milestones, and budgets;
- Assist in the development, coordination, and implementation of the Department's capital improvement programs;
- Using established performance metrics, monitor and evaluate programs, put forward recommendations to enhance program development, program delivery, and compliance
- Provide reports and updates to the City Manager, Department, and boards on project scope, schedule, budget, stakeholder coordination, and obstacles.
- As designated, represent the Department by attending meetings, conferences, and professional development opportunities involving local, state, and regional stakeholders.
- Other duties, as assigned.

### *Budgeting & Finance*

- Assist in the development, submission, and administration of the Department's budget, in coordination with the Finance Director;
- Formulate budgets, coordinate cost estimates, and complete budget projections as they relate to the Community Development Block Grant, Departmental budget, and Capital Improvement Program, including the management of sources and uses and expenditure tracking to ensure proper finance practices, as well as adherence to applicable procedures;
- Monitor and analyze expenditures and budgets, prepare and submit finance reports to the Director on a weekly basis;
- Manage loan and grant origination, prepare loan and grant documents, and perform monitoring, pay off, and discharge activities;
- Assist with coordination of various housing and community development finance initiatives;
- Maintain financial data on grant management software, such as IntelliGrants, and enterprise software, such as MUNIS;
- Oversee, administer, and maintain records and accounts of financial transactions, in coordination with the Finance Director;
- Analyze, complete, and process all approved purchase order requisitions, purchase orders, purchase order adjustments, journal entries, budget transfers, grant set ups and amendments, and project close out paperwork;
- Oversee expenditures, analyze and audit requests for payment, process accounts payable vouchers, monitor and estimate revenues and outlays, monitor cash flow, and facilitate financial transactions in compliance with audit and grant requirements;
- In coordination with the Finance Director, maintain contract and finance tracking system, initiate and maintain contracts, monitor and audit contract activity, and monitor status of grant contracts, vendor contracts, and related amendments;
- Track administrative and payroll expenses, as it relates to Community Development Block Grant funded activities; and
- Proactively coordinate and communicate with the Director, staff, City departments, state and federal agencies, and external stakeholders.

### *Other Duties & Responsibilities*

- As assigned by the Director, represent the Department at meetings pertaining to grant application and management matters;
- As assigned by the Director, participate in community meetings with residents, community based organizations, and stakeholders; and
- Assist the Director with periodic website and social media updates on community development programs.

## **QUALIFICATIONS**

### Education and Experience

- BS/BA degree preferred in the area of urban planning or policy, public administration, business administration, finance, or a related field;
- At least four (4) years of similar work experience; one (1) year of which is in an administrative supervisory capacity;
- An equivalent combination of post-secondary education and work experience will be considered.

### Skills, Knowledge & Abilities

- Knowledge of the Community Development Block Grant Program, community development policies and procedures, and municipal business practices;
- Ability to maintain strict level of confidentiality in all Departmental matters;
- Capable of performing grant and financial management functions with current software and enterprise systems; fully computer literate; capable of evaluating effectiveness of programs used and recommending enhancements;
- Negotiation, problem resolution, and interpersonal skills demonstrated through similar experience. Very good communications skills;
- Strong attention to detail, organizational skills, and ability to adhere to and enhance policies and procedures;
- Demonstrated budgeting and finance aptitude, including strong basic math skills;
- Ability to collaborate with staff, funding agencies, City departments, and external stakeholders;
- Working knowledge of city planning principles and practices;
- Working knowledge of the functions of municipal government, local ordinances, rules and regulations, including public procurement in MA;
- Ability to communicate clearly and accurately, including ability to communicate complex information in a simple fashion;
- Ability to interact with the public in a courteous and tactful manner;
- Aptitude for an attention to details, organization, and accuracy;
- Bilingual (English and Spanish) helpful.

## **SUPERVISION**

Supervision Received: Director of Housing & Community Development  
Supervision Exercised: Indirect: CDBG-funded project managers

Created: A. Train, 8/30/2021