Job Description

Job Title:	CDBG Project Manager	Classification:	Classified
Department:	Planning, Development and Neighborhood Services	Grade:	340
Occupational Group:	Planning	FLSA:	Non-exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; manages a variety of Community Development Block Program grants and special projects within the City of Joplin.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Provides technical assistance to program participants on CDBG disaster or other special programs and policies, program regulations, and reporting/documentation requirements.
2. Assists Department Director and/or supervisor to design, implement, and manage CDBG disaster or other special programs.
3. Monitors program financial and administrative performance and compliance.
4. Manages and processes project documentation, via both internal and external document management systems, for approval and review by Department Director and/or supervisor.
5. Coordinates program reporting and compliance activities with other team members.
6. Contributes effectively to the Planning, Development and Neighborhood Services Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Community Development Block Grant and Housing (CDBG) and Urban Development (HUD) program regulations; specialized knowledge of CDBG administration and management consulting practices; ability to interpret complex technical information; Microsoft Office Suite.

Skill in: Expressing ideas effectively, in written and oral form; maintaining a variety of records and preparing a variety of reports; operating a variety of standard office equipment; management practices, including a successful record of project implementation, coordination, and completion of multiple projects and tasks; researching and preparing informational materials regarding planning, zoning, and

community development issues; excellent written and verbal communication skills; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Business Management, Public Administration, Urban Planning, or related discipline. A Master's degree in a related discipline is preferred.

Experience: Five years of planning or experience working with the Community Development Block Grant Programs required; Master's degree may be substituted for two years of the required work experience.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position and FLSA status
Revision details: City-wide job description revision and updates; change FLSA status to non-exempt.	