

# Medford

Medford City Hall  
85 George P. Hassett Drive  
Medford, MA 02155  
Office of Human Resources, Room 204  
HR: 781-393-2408 - Fax: 781-391-3546

**POSITION:**

## **CDBG & Grants Manager**

**DEPARTMENT:**

Planning, Development, and Sustainability (PDS)

**HOURS OF WORK:**

Full-time (35 hours/weekly) Monday, Tuesday, Thursday 8:30 AM – 4:30 PM; Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM.

**SALARY:**

CAF-12 - \$1,312.57 – \$1,533.96 Weekly, FLSA Exempt (Non-Union)

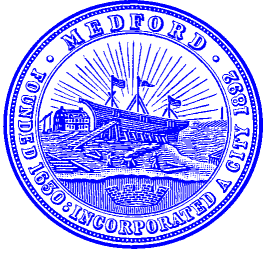
**BASIC FUNCTION:**

Professional and administrative position primarily responsible for the administration and oversight of the City's CDBG Entitlement grant including compliance, financial management, citizen participation, subrecipient monitoring, contract administration and preparation of plans and reports. The CDBG Manager will work closely with other PDS staff and City departments, public service agencies, and Federal Agencies to ensure that the City of Medford's CDBG funding is used to benefit low- and moderate-income families. Additionally responsible for writing and managing other municipal grants which may include Gaming Commission Funding, and other state and federal grants as funding is available.

**SUPERVISION:** Works under the direction of the Director of Planning, Development, & Sustainability.

**RESPONSIBILITIES:**

- Administration of Medford CDBG Program including preparation of annual plans and reports.
- Knowledge and interpretation of federal regulations for CDBG and HOME Programs, advising staff and elected officials on appropriate use of funding.
- Financial management of all projects and activities funded by CDBG, including collection and payment of invoices, reconciliation city's financial system with the HUD Integrated Disbursement and Information System (IDIS).
- Writing and management of municipal grants, as needed by City Departments.
- Responsible for subrecipient monitoring and assists sub grantees and vendors with compliance with federal regulations, including Section 3 and Davis-Bacon. Submits relevant reports as required by HUD. Provides Technical Assistance to subrecipients.
- Develops and implements the Citizen Participation Plan including coordinating with citizens, non-profits and elected officials; Responsible for hosting public meetings in line with the Citizen Participation Plan.
- Completes environmental review compliance for CDBG funded activities in HEROES database.
- Ensures activities comply with program regulations. Maintains project files for beneficiary and



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other compliance documentation.

- Coordinates the contract approval process with the Procurement Department.
- Manages the CDBG budget, provides information and consultation to the Director and Mayor on the allocation of funds.
- Coordinates with other City departments on current and/or potential CDBG funded activities.
- Works with City auditors and HUD representatives to ensure accuracy and compliance of all regulations.
- Maintain appropriate records and materials, and manage public access to information regarding active and completed projects; compile and analyze program data for program evaluation, management, and goal setting.
- Work closely with the Office of Prevention and Outreach to identify and stay current on local social service needs and works to address these needs with the creation of new programs and/or partnerships with outside agencies.
- Present reports and other findings to Administration, staff, Boards, and City Council.
- Provides customer service and responds to phone, email, and written communications.
- Attends evening and weekend meetings, as necessary.
- May supervise junior staff and interns.
- Performs other related duties as required.

## **EDUCATION & EXPERIENCE:**

Bachelor's Degree in business administration, planning, accounting or related field with two years' experience of grant administration

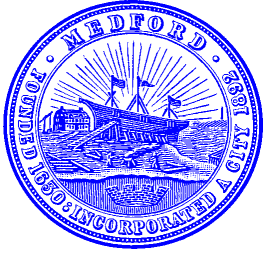
Familiarity with HUD CDBG Program preferred.

## **KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge: Knowledge of state and federal regulations pertaining to CDBG, HOME and state programs; Integrated Disbursement Information System (IDIS), HEROES, Knowledge of public procurement practices, financial management and grant administration. Project management experience.

Skills: Proficient with Microsoft Office Software applications. Excellent attention to detail, ability to collect and analyze data, excellent organizational skills. Excellent oral and written communication skills for preparing federal reports and public presentations.

Abilities: Ability to interpret and apply complex regulations; Ability to prepare statistical and financial reports; maintain accurate and detailed financial records, communicate effectively both orally and in writing. Ability to work on several projects or issues simultaneously. Ability to establish and maintain effective working relationships with employees, elected and appointed



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officials, other decision makers, and the general public. Ability to manage projects effectively and meet firm deadlines. Ability to coordinate complex projects and manage numerous constituencies

## **WORK ENVIRONMENT:**

The work environment in a standard indoor office environment. The noise level in the work environment is usually low to moderate.

**ADDRESS ALL COVER LETTERS AND RESUMES TO**  
**Human Resources Department**  
**City of Medford – Room 204**  
**85 George P. Hassett Drive**  
**Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to**  
**[jobs@medford-ma.gov](mailto:jobs@medford-ma.gov)**

**For the posting, please visit the City of Medford's website – [www.medfordma.org](http://www.medfordma.org)**

**The City of Medford is an Equal Opportunity Employer. All applications will receive equal consideration regardless of disability, race, color, religion, creed, gender, sexual orientation, veteran status, and any other protected class status, in accordance with applicable. Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.**