

POSTING - Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

POSITION: CDBG and Grants Manager **#J2026-0032 Posted: 07/06/2026**
DEPARTMENT: Planning Development And Sustainability **Posting Removal: 07/24/2026**
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: **Weekly: \$1,500.28 - \$1,753.35 (Non-Union CAF12)**

BASIC FUNCTION:

This position is responsible for administration and oversight of the City's annual allocation of Community Development Block Grant Funds (CDBG) from the Federal Department of Housing and Urban Development (HUD), as well as other state and federal funding.

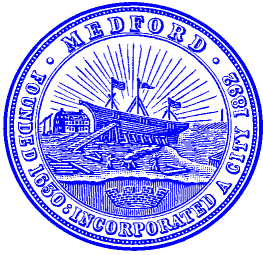
RESPONSIBILITIES:

- Manages the City's annual CDBG entitlement allocation and other HUD funding.
- Facilitate the application for and manages other state and federal funding as needed.
- Oversees allocation of CDBG funding to City projects and public services.
- Coordinates public services funded through CDBG, including applications, contracts, reporting and monitoring, cost reimbursements and financial tracking.
- Processes and tracks CDBG expenditures on City infrastructure and public facilities projects, including coordination with other City departments involved in projects.
- Coordinates and creates required reporting to HUD on use of CDBG funding, including the development of annual action plans for the use of CDBG funding.
- Coordinate and run public meetings and hearings.
- Researches additional potential funding sources for future City projects and coordinates necessary application submission materials.
- Processes environmental review compliance for CDBG funded activities and projects.
- Serves as an internal authority on Federal CDBG rules and regulations, advising Senior Administration on allowed use of this funding source; provides guidance on best use of CDBG funds.
- Work with staff to develop program materials for CDBG-funded city programs
- Performs other related job duties as required.

EDUCATION & EXPERIENCE:

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- Bachelor's degree in financial management or related field
- 1 to 3 years of related experience



POSTING - Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of grants and incentives available from government agencies that support residents; knowledge of laws, ordinances, regulations, and policies of various government agencies to address the causes and consequences of poverty and as they affect the business community and economic development efforts; broad economic, development, demographic trends locally and in the Commonwealth of Massachusetts; research methods and techniques.
- Effective communication, problem-solving, and customer-service skills. Skills in public relations; making presentations, drafting reports, marketing, promotion, sales skills, and other communication practices; general office management and practices, interpersonal communication. Demonstrated proficiency in the use of computers and office software applications including spreadsheet applications, and presentation software.
- Ability to multi-task and manage conflict; communicate effectively both orally and in writing; establish good public relations and to maintain effective collaborative working relationships and build rapport with City departments, department heads, fellow employees, officials, property owners, business owners, attorneys, and the general public, and to respond in a courteous and professional manner; meet deadlines and work independently; conduct occasional site visits to perform monitoring as required by the Federal Government.

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

For the posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.

[For a complete Job Description please see attached link here.](#)