

NEVADA COMMISSION ON ECONOMIC DEVELOPMENT

CDBG PROGRAM SPECIALIST/ADMINISTRATOR

POSITION: A permanent, full-time position in the unclassified service of the State of Nevada, located at the Commission on Economic Development, Community Development Block Grant Program, Carson City, Nevada. Candidates must be willing to travel outside Carson City for up to 25 percent of the time.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES: the Program Specialist/Administrator should:

- Have a degree in public or business administration, planning or community/economic development;
- Have a least 10 years experience in public administration, planning or community/economic development;
- Possess knowledge and have a clear understanding of the US Department of Housing and Urban Development rules and regulations concerning the Community Development Block Grant State Program (specifically 24 CFR Part 570, 24 CFR Part 91, 24 CFR Subtitle A, part 85, and Title 1 of the Housing and Community Development Act of 1974, as Amended);
- Have a good knowledge of the principles and practice of community and economic development, program planning, monitoring and evaluation, public works, and housing related issues;
- Have a good understanding of the issues and challenges faced by rural communities throughout Nevada;
- Have well-developed skills in: administration and organization, written and verbal communication, interpersonal relationships, multi-tasking and problem solving, and computer literacy (MS WORD, EXCEL, POWERPOINT etc.);
- Possess a valid State of Nevada driver's license or evidence of equivalent mobility.

DUTIES: The Program Specialist/Administrator will be expected to:

- Assist the Program Director to administer the State CDBG Program for 26 eligible counties and cities throughout rural Nevada;
- Analyze proposals for funding, determine compliance with all program requirements and applicable federal and state statutes and regulations;
- Monitor program financial and administrative performance and compliance at the state, local and sub-recipient level, by way of desk and on-site monitoring, and follow up as necessary;
- Evaluate program/project reports and records for compliance, program accomplishments and performance measurement;
- Perform duties as the Labor Compliance Officer and Environmental Compliance Officer to ensure compliance of CDBG-funded projects with state and federal labor laws and regulations;
- Ensure citizen participation, fair housing and civil rights are promoted in administration of the program;
- Identify training needs among units of general local government, develop and implement training programs and evaluate the effectiveness of training materials and programs;
- Provide technical assistance to units of general local government, staff of non-profit organizations and community development entities concerning grant requirements such as environmental reviews, construction contracts, labor standards, financial management etc. via telephone, fax, e-mail and in person;
- Develop, compile and publish annual plans, annual performance evaluation reports, the five-year Consolidated Plan and any other reports required by the Department of Housing and Urban Development;
- Update grant administration manuals and handbooks pertinent to specific areas of grant administration;
- Help to promote the program, make presentations on the program and help conduct and coordinate conferences, meetings and other forums.

SALARY: up to a maximum of \$57,401 - \$61,901 (depending on experience), plus the State benefits package. The salary reflects retirement contributions by employee and employer. An employer-paid contributions plan is available with a reduced gross salary.

APPLICATIONS: Open until recruitment needs are met. Application, cover letter and comprehensive résumé should be received at the following address:

Kristen Anderson
Assistant to the Executive Director
Nevada Commission on Economic Development
108 East Proctor Street, Carson City, Nevada 89701
Phone: 1-775-687-4325; Fax: 1-775-687-4497