

JOB ANNOUNCEMENT: Lake County Commissioners (Office of Planning and Community Development)

Job Title: CBDG Administrator

Base Pay: \$45,000-\$52,000 (with County benefit package)

Type: Full-time

Education: Four Year Degree (see below)

Experience: Three years

Position Summary: Responsible for Administering Lake County, Ohio's annual Community Development Block Grant (CDBG) entitlement and other grants deemed appropriate for County operations. This is a diversified job which requires essential organizational, time management, communication, regulatory and technical skills. This position will report to the County Administrator and Director.

In addition to administration of program, successful applicant will be involved in fiscal activities and financial reporting requirements of the office. The position will work closely with other office staff, Department heads, local community officials and county non-profit agencies.

Example of Duties:

- Prepares, submits and administers the annual CDBG and HOME Action Plan and Consolidated Plan; Prepares the Consolidated Plan Annual Performance Evaluation Report (CAPER);
- Develops and implement performance criteria for organizations receiving CDBG and other appropriate County, state and federal resources;
- Maintains accountability for all Office fiscal matters. Prepares the annual CDBG allocation budget for Board of County Commissioner's review and approval;
- Administers internal budgetary controls and priorities. Monitors expenditures, audits requisitions and signs payment authorizations;
- Prepares periodic reports on program performance, maintains financial and other records, and documents compliance with required certifications;
- Develop and review annual CDBG grant applications and provide financial/project summary to Board of County Commissioners for review;
- Prepares and monitor contracts/agreements with sub recipients and outside agencies;

- Prepares the annual Environmental Review Record;
- Assist with Neighborhood Stabilization Program;
- Reviews requests for payments and monitors compliance with grant/loan terms and conditions;
- Responds to correspondence from HUD, other agencies and the general public;
- Makes presentations at public meetings to advisory boards and other organizations;
- Identifies additional Federal, State, and Local resources; develops grant applications to secure additional resources for continuous support of the economic development program;
- Conducts workshops and seminars to inform the public of programs; and to provide technical assistance which enhances the community's understanding of community development programs and initiatives;
- Prepares correspondence, reports, forms, flowcharts, graphs, spreadsheets, project schedules, and other documentation
- Monitors and provides technical assistance to: 1) Community Development Block Grant (CDBG) funded sub-recipient agencies; and 2) private, for profit businesses that utilize community development funds to ensure compliance with Federal regulations, and achieves required performance standards;
- Prepares and coordinates studies, proposed programs/projects and recommendations for community improvement projects within the target areas;
- Coordinate and Administer Lake County Housing Rehabilitation Program with applicable partners;
- Coordinate and administer the Lake County Economic Development Loan Program with the Lake County Port Authority;
- Determines needed community development/community redevelopment programs/projects based upon existing data and updated data collection and analysis on an ongoing and periodic basis;
- Attend necessary training opportunities to maintain current understanding of program requirements.

Knowledge, Skills and Abilities:

- Thorough understanding of the Department of Housing and Urban Developments Community Development Block Grant (CDBG) Program Rules and Regulations;
- Fluent in IDIS reporting and financial management;
- Knowledge of CDBG rules as they relate to economic development activities, policies and procedures;
- Knowledge of CDBG rules as they relate to housing rehabilitation activities, policies and procedures;
- Knowledge of the principles and practices of public administration as it relates to community development/redevelopment with a particular emphasis on outcome and performance measures;
- Ability to plan and conduct meetings, strategic planning, workshops and conferences;
- Ability to work professionally and ethically with county employees, local communities and local non-profit agencies;
- Knowledge of community development principles and theories and capacity building techniques for neighborhood planning and development.
- Knowledge of federal, state and local funding sources available for economic development, and public facilities for the economically disadvantaged communities.
- Ability to multi-task and complete projects in compliance with applicable CDBG timelines.
- Proficient in Microsoft products.

Minimum Qualifications:

Requires broad administrative and management skills along with strong interpersonal, communication, writing and team building skills. Completion of a Bachelors degree in Public Administration, Urban Studies, Planning, Business Administration, or a related field.

Requires considerable responsible community development/redevelopment (CDBG) experience.

In addition to minimum requirements, consideration will be given to those with a Masters Degree, or significant experience with federal (CDBG) and state community and economic development programs with an emphasis on oversight and program performance.

Interested applicants shall submit resume and references to:

William A. Margalis  
Director of Administrative Services  
Lake County Commissioners  
105 Main St.  
Painesville, Ohio 44077