



# GRANTS MANAGER

## JOB DESCRIPTION

<b>Department:</b> Community Development Services	<b>Division:</b> Grants
<b>Work Location:</b> Urbana City Hall	<b>Percent Time:</b> 100%
<b>Job Type:</b> Civil Service	<b>FLSA Status:</b> Exempt
<b>Reports To:</b> Director of Community Development Services	<b>Union:</b> Non-Union

### JOB SUMMARY

The Grants Manager is responsible for administration of affordable housing and community development programs funded primarily with federal and state grants, including, but not limited to, Community Development Block Grant, (CDBG) HOME Investment Partnerships, Supportive Housing, Housing and Homelessness Innovations Grant Program, Illinois Department of Human Services funding, housing rehabilitation grants, and first-time homebuyer programs. Functions include preparation and implementation of a multi-year Consolidated Plan, Annual Action Plans (AAP), Consolidated Annual Performance and Evaluation Reports (CAPER), and preparation and administration of the division budget, oversight of programs administered by division staff, and compliance with federal, state, and local grantor requirements. Provide staff support to the Community Development Commission and City Council.

### Class Characteristics

This is the management-level class in the professional grants management series.

### ESSENTIAL FUNCTIONS

- Actively support and uphold the mission and values of the City of Urbana.
- Provides leadership to the Grants Division by planning, organizing, and leading all affordable housing and community development programming and activities for the division. Responsible for managing all aspects of the HUD federally funded programs, including but not limited to financial management and budgeting, data collection and reporting as required by HUD, managing subrecipients, and preparing the multi-year Consolidated Plan and Annual Action Plan.
- Develops and regularly updates comprehensive housing strategy for the City, working with partners in the local affordable housing development community.
- Advances the City's community development priorities by fostering strategic partnerships with key stakeholders, including but not limited to the Housing Authority of Champaign County (HACC); state and federal agencies; non-profit community development corporations; and financial institutions.
- Administers contracts relative to housing and community development initiatives.
- Actively promotes the development of affordable housing opportunities throughout the City.
- Manages and oversees administration of affordable housing and community development grant programs by division staff; responsible for program design and development, preparation of grant applications

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including applications for annual entitlement grants, design and management of record keeping systems, delegation of program management activities to division staff, monitoring of staff and program performance, preparation and submittal of performance reports, and compliance with federal, state, and local grantor requirements.

- Manages funds necessary for program performance through negotiation of grant agreements, negotiation of financial agreements, and maintenance of financial and accounting records.
- Prepares and causes implementation of a public participation plan in accordance with federal guidelines; facilitates public hearings related to division activities. Designs and implements a community outreach program necessary for the accomplishment of division goals; interacts with community residents; coordinates with other local agencies and organizations with regard to affordable housing and community development programs; maintains close communications with social service and other governmental agencies. Staffs the Community Development Commission through ensuring the preparation of monthly agendas and meeting packets, attendance at Commission meetings, preparation of correspondence on behalf of the Commission, orientation of new Commission members.
- Oversees the preparation of and/or prepares agreements and contracts including, but not limited to, construction contracts, grant agreements, and financial documents, for review and approval by the Legal Division.
- Coordinates preparation of the multi-year Consolidated Plan; develops and implements a schedule for preparation of the annual action plan; facilitates public hearings in connection with the plan; drafts the plan, including recommended affordable housing and community development strategies, for review and approval by the Community Development Commission and City Council.
- Manages the small business, property, and housing loan portfolio, ensuring timely loan repayments; prepares and executes mortgage releases, subordination agreements, assumption agreements, and related documents on behalf of the City with respect to the loan portfolio.
- Supervises and evaluates Grants Division staff; provides for staff training and professional development as needed; handles matters pertaining to job performance.
- Prepares the annual division work plan and monitors its implementation by division staff.
- Oversees use of the private activity revenue bond allocation for housing-related projects; prepares bond documents and intergovernmental agreements for review by Community Development Commission and City Council.
- Manages the Grants Division budget and assists in annual budget preparation; reviews and approves weekly purchase orders and invoices related to division activities.
- Represents the City on various Champaign County Community Services interest groups.
- Coordinates with the Housing Authority of Champaign County on various matters pertaining to the City, including redevelopment projects. Attends Housing Authority Board meetings as necessary.
- Coordinates with HUD field representatives, responds to monitoring needs, and proactively avoids audit findings.
- Coordinates with representatives of the Illinois Housing Development Authority on issues related to Urbana and Champaign County.
- Represents the division before the Community Development Commission and City Council on matters pertaining to division activities and programs; prepares, reviews, and presents reports to boards and commissions as required.
- Approves grant fund draws, including draws through the Integrated Disbursement and Information System and Letter of Credit Control System.
- Performs other related duties as assigned.

## **JOB REQUIREMENTS**

### **Education & Experience**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Knowledge and skills typically acquired through completion of a bachelor's degree in urban planning, public administration, housing management/development, human services, social services, or a closely related field.
- Five (5) years of progressively responsible, related professional experience, including at least (2) years of supervisory experience.
- Experience with HUD reporting systems including IDIS (Integrated Disbursement & Information System) and eLOCCS (Line of Credit Control System).

### **Preferred Attributes:**

- Master's degree in urban planning, public administration, Housing Management/Development, Human Services, Social Services, or related field.
- Relevant professional certification.

***Note: The words "professional experience" referenced in the minimum qualifications means full-time paid experience; part-time experience including internships may be accumulated and prorated to meet the total experience requirements.***

### **Knowledge of**

- Principles and best practices of program management as they relate to affordable housing and community development.
- Federal grant accounting principles and procedures, ability to analyze financial information, and ability to manage grants including ability to use HUD financial system(s) including Integrated Disbursement Information System (IDIS), eLOCCS (Line of Credit Control System), and other reporting systems.
- Operations and functions of municipal government.
- Principles and practices of community development.
- Real estate procedures, real estate financing, code enforcement programs, and housing construction techniques.
- Principles and best practices of supervision and performance management.

### **Skills**

- Excellent interpersonal, written and oral communication, and presentation skills.
- Excellent critical thinking, analytical skills, and problem-solving abilities.
- Strong administrative and organizational skills, with high attention to detail including the ability to manage and shift multiple priorities with minimal supervision.
- Proficiency using Microsoft Office programs and the ability to learn new software as required.
- Supervisory and performance management skills.

### **Ability to**

- Effectively prepare technical reports, present public recommendations orally and in writing, respond to inquiries and complaints, and to represent the City in a variety of forums.

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- Draft contracts and agreements for review by the Legal Division.
- Interpret contracts and governmental regulations, research regulatory requirements, and ensure compliance with grantor requirements.
- Work well under pressure, with interruptions and changing priorities under tight deadlines, while producing quality results with attention to detail
- Utilize the Integrated Disbursement and Information System and Letter of Credit Control System for grant administration and fund draws.
- Resolve conflict effectively and efficiently.
- Work effectively with others in difficult situations.
- Interpret and explain statutory rules, regulations, and procedures.
- Provide quality, timely services to a diverse client base.
- Maintain effective working relationships with others.
- Maintain maximum security of confidential and sensitive information.

#### **Licenses, Certifications and Memberships Required**

- Must possess or obtain a valid State of Illinois driver's license within 15 days of employment.

#### **Special Requirements**

- Must meet all HUD requirements.
- Frequent attendance at meetings before or after normal working hours. Periodic work on weekends.

#### **Job Dimensions**

- The incumbent operates under general direction and makes decisions based on broadly stated City objectives and available resources. Administrative guidelines are expressed in terms of project or program outcomes and deadlines, with few comprehensive guidelines. Decisions are based on inadequate guidelines that require considerable interpretation and force the employee to plan all phases of the assignment. Assignments may be unrelated in function, and the work requires many different processes and methods and a great deal of analysis to identify the nature and extent of problems. The work may require the employee to develop new methods and to deal with many variables, including some that are unclear or conflicting. Characteristic jobs at this level involve directing complex programs and projects in which the work cuts across functional lines or requires dealing with unprecedented issues.
- This role demands specialized professional expertise and the ability to manage complex processes beyond the scope of the Grants Coordinator. It requires greater independent judgment, broader or deeper skill sets, and involves higher levels of difficulty and responsibility. The position also calls for independent thinking, and the ability to evaluate complex issues and make sound decisions without direct oversight.
- Interactions with others are somewhat unstructured. The purpose may be to influence or motivate others, to obtain information or to control situations and resolve problems. Interactions may be moderately unstructured and may involve persons who hold differing goals and objectives. Individuals at this level often act as a liaison between groups with a focus on solving particular unstructured problems. Interactions at this level require considerable interpersonal skill and the ability to resolve conflict. Interactions will regularly occur with diverse audiences, including the Mayor and City Council

members, property owners, bank officials, grantor agencies, and the public.

**Level and complexity of supervision received**

- This position works under the direction of the Community Development Services Director. Incumbent receives guidance in terms of broad goals and overall objectives and is assigned responsibility for establishing the methods to attain them. Generally, the incumbent is in charge of an area of work and typically formulates policy for this area but does not necessarily have final authority for approving policy.

**Level and complexity of supervision exercised**

- This position supervises Grants Division staff, including the Grants Coordinator and Grants Specialist.

**Security Level**

- Level PII: Essential functions require access to and responsibility for detailed personally identifiable information (PII) that is protected, personal, or sensitive AND/OR access to and responsibility for information related to the City's finances.

Level MVR: essential functions require frequent use of City vehicles.

**Physical Demands and Working Conditions**

- Works in standard office setting. Occasional work in private homes, on private property and on construction sites. Work may occasionally require lifting up to ten (10) pounds (files, banker's boxes, etc.)

**Vision:** Vision sufficient to read computer screens and printed documents; visually inspect work in progress, with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

*The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Class Specification History**

- General revision: December 3, 2025
- General revision: June 2021
- General revision: September 2018
- General revision: April 2005

*For HR/Finance Use*

<b>Title Code</b> 1289	<b>Pay Grade</b> 113
<b>EEO Category</b> 1-Officials and Administrators	<b>LVL</b>