

**Community Development Administrator
City of Lumberton**

Performs difficult professional work in implementing the City's small cities Community Block Grant Program, Hazard Mitigation Program and NC Housing Finance Agency Programs; related work as required. Work is performed under the general supervision of the Planning and Neighborhood Services Director. Limited supervision may be exercised over subordinate clerical and technical personnel.

Successful applicant gathers data and assists consultants with the preparation of grant proposals; acts as liaison between City, State and Federal agencies and citizens pertaining to grant funds; attends CPC and City Council meetings as required; coordinates, schedules and attends meetings with contractors, engineers, City departments and various other professionals; maintains contacts with appropriate State and Federal agencies regarding the availability of and eligibility for various grants; assist with preparation bid packages, bid jobs, review & assist with selection of successful bidders; monitor contractors for adherence to budget and schedule. Ability to approve pay requests and invoices and prepare reimbursement requests to various grant funding agencies. Ability to keep accurate grant records in order to be in compliance with state and federal grant regulations. Ability to prepare for and assist with monitoring visits from various state and federal agencies and auditors.

Successful applicant must have thorough knowledge of the rules and regulations regarding the use of CDBG, HMGP and NCHFA funds; ability to establish and maintain effective working relationships with State and Federal grant agencies; ability to comprehend and explain grant rules and regulations, ability to work effectively with the general public.

Any combination of education and experience equivalent to graduation from an accredited university with 5-10 years of experience in the Community Development Field. Possession of an appropriate driver's license valid in the State of North Carolina. Must be or commission for Notary Public. Salary DOE. Hiring decisions made without regard to race, religion, color, sex, age, national origin or disability. Application closing date: 03/21/18.

Apply: City of Lumberton
Human Resources Department
500 North Cedar Street
Lumberton, NC 28358

Control # 1868