



CITY OF GREENSBORO
invites applications for the position of:

Homeless Prevention Program Coordinator

SALARY:	\$54,967.00 - \$73,289.00 Annually
OPENING DATE:	04/03/19
CLOSING DATE:	04/23/19 11:59 PM

DESCRIPTION:

This new position will oversee homelessness prevention programs administered by the Neighborhood Development Department. Duties include strategic planning, grant management, budget evaluation, process improvement and fiscal monitoring. The position will evaluate, create and monitor programs and projects to meet those needs and ensure that programs and projects meet the needs of the City and comply with federal regulations. Greensboro has a population of 290,201 and is the 3rd-most populous city in North Carolina and the 68th-most populous city in the United States. The Greensboro community enjoys all the attractions of a modern metropolitan city of culture, art, entertainment, public transportation and livable space. Among Greensboro's many notable attractions, some of the most popular include the Wet 'n Wild, Emerald Pointe water park, the Greensboro Science Center, the International Civil Rights Museum, the Weatherspoon Art Museum, the Wyndham Golf Championship, the headquarters of the Atlantic Coast Conference, the National Folk Festival, Greensboro Coliseum Complex which hosts various sporting events, concerts, and other events.

DUTIES & RESPONSIBILITIES

- Plans and develops policies and process for effective delivery of program services. Directs internal operations of assigned program areas to ensure that program/project outcomes are achieved in conjunction with strategies and goals outlined in the Ten-Year Affordable Housing Plan, Consolidated Plan, Annual Action Plan and work plans. Ensures that all City Council agenda Items and presentations, public hearing notices, and advertisements are conducted properly.
- Oversees the process and evaluation of responses to program area Requests for Proposals (RFPs), prepares and negotiates subrecipient agreements and professional service contracts and payments, federal reporting, and program accomplishments, and assists with annual budget preparation and monitoring of expenditures. Produces performance and financial data elements for Consolidated Annual Performance and Evaluation Report (CAPER) the HOPWA CAPER.
- Leads and consults with a diverse group of stakeholders including other governmental entities, community development and project partners and the Guilford County Continuum of Care (CoC) on homeless system planning efforts. Provides technical assistance to project and program partners. Represents the City on the CoC Executive Board and/ or related sub-committees; and works with the CoC to analyze homeless housing system and individual agency performance and helps identify gaps in system and capacity-building needs of homeless providers.
- Conducts policy research and consultation recommending best practices for managing the CoC, policies and procedures, City coordination and system performance. Focus areas include capacity building, performance evaluation, project monitoring, and other system needs as identified. Attends the National Conference on Ending Homelessness and other related conferences and trainings.
- Researches and

prepares management reports as they relate to compliance and contracts, maintains databases and files and other documentation needed for program compliance and City reporting requirements. Serves as the Division lead in the preparation of HUD monitoring events.

QUALIFICATIONS:

Minimum Qualifications:

- Bachelor's Degree and 4 or more years of related experience **OR** a Master's Degree and 2 or more years of related experience that includes:
- Homeless program management
- Experience with nonprofits, community planning and local affordable housing programs for homeless and low income individuals
- Experience with HUD
- Must have intermediate level or above MS Word and Excel

Preferred Qualifications:

- Bachelor's or Master's Degree in Public Administration, Human Services
- Grant management
- Local government experience
- Policy Development
- Experience with a Continuum of Care (CoC) Program
- Budget management