

Community Development Administrator

**Salary**

$62,879.00 Annually

**Location**

NC 28301, NC

**Job Type**

Regular Full-Time

**Department**

Economic & Community Development

**Job Number**

02821

**Closing**

 12/6/2019 11:59 PM Eastern

**DESCRIPTION**

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

A RESUME WILL NOT BE CONSIDERED IN DETERMINING YOUR QUALIFICATIONS FOR THIS POSITION.**

The City of Fayetteville is currently recruiting for a Community Development Administrator to support the Community Development Director in planning, managing and overseeing the activities and operations of the Community Development and Housing Division; coordinate the Division's activities with other city departments and outside agencies; and develop, administer and coordinate projects and programs.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Administer grant programs in the Community Development and Housing Division ensuring compliance with state, Federal and local laws, and departmental policies and procedures. Coordinate programs, receive and process applications; process and underwrite loans; write and administer grants.
2. Oversee projects; assist with the implementation of community revitalization and redevelopment plans. Provide information and recommendations regarding community development and housing related matters; coordinate the Division's activities with other departments or outside agencies.
3. Supervise, train and evaluate rehabilitation staff; manage workflow of rehabilitation staff.
4. Explain loan eligibility and provisions; process applications. Verify income and determine loan amounts.
5. Identify and pursue additional programs' funding. Research information about grants, prepare grant applications, follow-up, administer and monitor funds.
6. Develop and manage budget; analyze and monitor expenses to provide information on trends and projects; perform financial audits; oversee the servicing of loans and manage the department's amortized housing loans portfolio to include debt collection of defaulted mortgages. Review requests for proposals and other funding requests.
7. Assist with the maintenance of financial data related to grants; prepare and update journal entries; prepare grants-related reports as required. Prepare posting/draws for grant billing to HUD's Integrated Disbursement and Information System (IDIS), track each grant, submit grant reporting and program/activity closeout information to IDIS.
8. Develop and revise programs to meet community needs. Develop and recommend program policies and procedures. Develop contracts and proposals to solicit services. Stay informed of new information regarding community development.
9. Provide research, recommendations and implementation assistance for the development of affordable housing projects.
10. Monitor performance and compliance of all CD and Housing related activities/services to include community housing development organizations, sub recipients and private single family and multifamily developers.
11. Review and process funding requests; ensure encumbrance and unencumbrance of payments on contracts.
12. Organize and present program information to internal and external customers. Submit various reports to department's director, City Manager, FRC and City Council.
13. Compile data and provides assistance with developing annual action plans, five-year consolidated plans, Consolidated Annual Performance Evaluation Report (CAPER) and other HUD financial reports.
14. Respond and resolve complaints; explain and advocate Community Development and Housing programs, policies and activities.

**For a complete job description,**[**click here**](https://www.governmentjobs.com/careers/fayetteville/classspecs/106403).

**MINIMUM QUALIFICATIONS**

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

Experience:
Three years of increasingly responsible experience in community development, public administration, business administration, urban planning or a related field to include a minimum of two years administrative and supervisory responsibility.

Training:
Equivalent to a Bachelor's degree in public administration, business administration, urban planning or a related field.

**LICENSING & CERTIFICATIONS:**

Required:
None.

Preferred:
None applicable.

**From the time of closing the hiring process is anticipated to last 4 weeks. The selection process will consist of a panel interview with the selected candidate being subject to a pre-employment drug screen, background check and driving history check.**

**Agency**

City of Fayetteville

**Address**

City Hall
433 Hay Street
Fayetteville, North Carolina, 28301

**Phone**

910-433-1635

**Website**

<https://fayettevillenc.gov/jobs>