



## Program Manager Job Description

**Job Title:** Program Manager

**Position Description:** Provide program management, oversight, and full grant administration of Small Cities Development Program (SCDP) grant awards and manage and perform lead-based paint inspection services. Additional responsibilities include monitoring of the single family MURL program.

### Major Areas of Responsibility

- Overall management and administration of SCDP grants from community outreach and grant application writing to construction project management and project closeouts
- Development, monitoring, updating, and following of SCDP Policies and Procedures
- Assure compliance with all applicable State and Federal funding requirements
- Overall management of lead-based paint inspection services and conducting lead-based paint assessments and clearance inspections
- Overall management of contract for deed portfolio
- Other duties as assigned

### Specific Responsibilities

1. Community Outreach and Grant Writing
  - a. Research
  - b. Outreach to potential city/county applicants
  - c. SCDP preliminary and full application preparation and submission
  - d. Facilitate meetings with communities and interested participants
2. Full Administration of SCDP Grants
  - a. Grant kick off due diligence
  - b. HUD Environmental Review
  - c. Policies and Procedures for all parties – city, participants, contractors, CMHP
  - d. Marking, Kick-Off Meetings, Application processing
  - e. Inspections and scope of work creation
  - f. Bidding/contracts/financing
  - g. Construction Management: draws, inspections, conflict resolution
  - h. Project Closeouts
  - i. Annual reporting requirements – DEED

### 3. Lead-Based Paint Inspection Services

- a. Complete initial required trainings and maintain annual trainings and continuing education requirements for lead-based paint inspectors
- b. Conduct initial lead-based paint assessments on pre-1978 SCDP properties and prepare and provide reports to applicable parties
- c. Conduct final lead clearance inspections and prepare and provide reports to all applicable parties
- d. Maintain lead-based paint inspection equipment
- e. Research other lead-based paint inspection service opportunities outside of SCDP

### 4. Service Contract for Deed Portfolio

- a. Collecting monthly payments
- b. Tracking real estate taxes and insurance payments
- c. Communication with homeowners
- d. Managing home repairs and home turnovers
- e. Annual reporting

### **Job Requirements**

- General knowledge of Microsoft Office 365 (focus on Excel spreadsheets) and Adobe
- Excellent ability to multitask and quickly change tasks as needed
- Excellent oral and written communication skills
- Comfort with public speaking
- Excellent organizational skills and attention to detail
- Must be able to work a full-time, flexible schedule
- Must be able to sit for extended periods, some bending, reaching & lifting to 30 lbs.
- Access to reliable transportation with ability to travel within a 4-hour radius of St. Cloud
- Valid driver's license
- Must be able to work onsite (not a remote position)

### **Preferred Experience**

- Experience with management of renovation/rehabilitation construction projects
- Experience with/knowledge of construction processes, codes, materials
- Experience with grant management or administration