

## BROWARD COUNTY HOUSING AUTHORITY JOB DESCRIPTION

### Grants Administrator

<b>Department/Unit:</b>	<b>Assisted Housing</b>	<b>Pay Grade:</b>	<b>7</b>
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**Job Summary:** Performs various oversight functions for Special Program within the Assisted Housing Division, which includes the coordination and maintenance of various governmental grant programs including, but not limited to, Shelter-Plus Care and Housing Counseling. This oversight includes, but is not limited to, submission of proposals, completion of renewal applications, providing regular reports and data, reviewing and preparation of budgets, database management, and grant regulatory compliance.

- Responsibilities:**
1. Manages grants and other related projects including preparation of new, continuing, and competing grant applications.
  2. Supervises staff members involved in grants administration, database management, or direct services provided through the grant funding.
  3. Monitors status and spending of funded grants and prepares regular progress reports.
  4. Maintains timely coordination and communication with all involved parties (relevant departments, Finance, external awarding agencies, etc.) regarding aspects of the grant project and its progress.
  5. Coordinates with internal BCHA departments (i.e. Finance, Human Resources, Information Technology) to meet daily operational needs.
  6. Continually tracks the status of all grant applications and projects and provides status reports for senior management as requested.
  7. Regularly interacts with grant providers and recipients of services for the purposes of identifying grant requirements, monitoring grant goals and objectives and quality improvement processes.
  8. Maintains complete and accurate records and files on awarded grants including, but not limited to, agency contract information, grant applications, award documents, HMIS data collection and reporting, correspondence and e-mail communications, procurement documentation, submitted reports, and reporting requirements.
  9. Attends meetings and conferences regarding grants administration as required.

*The items listed above are intended to provide an overview of the essential functions of the job. This is not an exhaustive list of all functions and responsibilities that the position may be required to provide.*

<b>Job Location:</b>	Central Office	<b>Education:</b>	Four-year college degree or equivalent. Major coursework in research administration, sociology, and/or public administration.
<b>Supervisory:</b>	Yes	<b>Years of Experience:</b>	Three or more years in a public housing, government, or not-for-profit organization with at least two (2) years in grants administration.
<b>Employment Status:</b>	Hourly, Full-Time	<b>Employment Type:</b>	Employee
<b>Annual Pay Range:</b>	\$37,106 - \$59,368	<b>Reports To:</b>	Assisted Housing Director - Special Programs
<b>Number of Positions:</b>	1	<b>Cost Allocation:</b>	Assisted Housing
<b>EEO Code:</b>	First/Mid-level Officials & Managers	<b>Licenses/Certifications:</b>	HCV rent calculation and supervisor/management certifications (or within one year from start of role)

- Competencies:**
- Knowledge of various grant programs administered by housing authorities and made available through local, state, and national
  - Ability to approach problems proactively and be solutions focused.
  - Strong analytical and data management skills required of grant administration needs.
  - Excellent organizational and time management skills necessary to meet deadlines for reports, data submission, and government requirements.
  - Ability to work with a diverse population of employees, customers, and community partners.
  - Ability to work with basic office equipment including phones, fax machines, copiers, computers and scanners.
  - Demonstrate knowledge and skills in coaching, managing, and training other staff.
  - Intermediate skills in the use of personal computers and software including Microsoft Office (Word, Excel, PowerPoint, Outlook).

<b>Physical Demands:</b>	<ul style="list-style-type: none"> <li>• Occasional standing, walking, sitting; using hands to finger, handle, or feel objects, tools or controls; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching or crawling; talking or hearing; occasionally lifting and/or moving up to 25 pounds.</li> <li>• Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus;</li> <li>• The noise level in the work environment is usually quiet to moderate.</li> </ul>		
<b>Approval Date:</b>	November 8, 2018	<b>Approved By:</b>	Tiffany Garcia, Assisted Housing Director - Special Programs
<b>Approval Date:</b>	November 8, 2018	<b>Approved By:</b>	Parnell Joyce, Chief Operating Officer
<b>HR Last Update:</b>	November 8, 2018	<b>Updated By:</b>	Roy Lantz, Director VP HR/Risk Mgt.

My signature below indicates that I have received a copy of this Job Description, have reviewed the contents, understand the job requirements, and can perform the essential job functions with or without reasonable accommodations.

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 Employee Signature Date