



Grants Division Manager

Manages affordable housing and community development programs funded primarily with federal and state grants, including, but not limited to, Community Development Block Grant, HOME Consortium of Urbana, Champaign, and Champaign County, Shelter Plus Care, and Illinois Affordable Housing Trust Fund. Prepares and administers a multi-year Consolidated Plan, Annual Action Plans, a community outreach program, and division budget. Oversees grant programs administered by division staff; supervises division; and ensures compliance with federal, state, and local grantor requirements. Represents the City in a variety of public forums, including evening meetings. Makes presentations to Community Development Commission and City Council. Meets all HUD requirements.

The starting salary is expected to be between **\$52,000 and \$56,750**, but may be outside of this range depending on qualifications. Benefits include health, life, pension, vacation, sick leave, and holidays.

The ideal candidate will possess the following:

- Bachelor's degree in urban planning, public administration, or related field. Masters degree preferred.
- Strong leadership, communication, and interpersonal skills. Successful experience working with diverse groups (officials, community groups, regulators, social service agencies, low-income individuals, etc.).
- Successful experience that demonstrates the ability to direct complex regulatory programs; negotiate, prepare and document financial contracts; administer federal grants and funds; and supervise staff.
- Experience in HUD housing programs and community development, preferably CBDG and Home.
- Strong planning, financial and analytical skills.
- Experience preparing grant applications.
- Knowledge of urban planning; code enforcement programs; housing construction techniques; small business, property and housing loan portfolio; real estate procedures; and financing preferred.
- Experience with technical aspects of HUD grants management or ability to quickly learn the same (Integrated Disbursement and Information System, etc.)
- Requires a valid driver's license; a safe driving record; and the ability to successfully pass a background check, meet all HUD requirements, and maintain confidentiality.

Application Procedure

Obtain an electronic or print application at <http://www.city.urbana.il.us/jobs> or call (217) 384-2458. Submit resume, City Job Application form, and a one page summary that describes why you believe that you will be effective in this position. Submit to jobs@city.urbana.il.us, mail to Personnel, 400 S. Vine St., Urbana, IL 61801, or fax to (217-384-2426). Open until filled. Apply by May 23, 2005 to ensure consideration. Clearly describe the level and length of your experience and the hours worked for part-time and volunteer jobs. Designate volunteer work as such.

The City of Urbana Welcomes Diversity

We foster an environment that values and encourages mutual respect, inclusion of all people and utilizing differences and similarities as an organizational asset. We are an Equal Opportunity Employer.