



County of Volusia

## Administrative Specialist - Grant Funded - Housing - Community Assistance

<b>SALARY</b>	\$1,810.77 Biweekly \$47,080.00 Annually	<b>LOCATION</b>	FI 32720, FL
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	24-00356
<b>DEPARTMENT</b>	Community Services	<b>DIVISION</b>	Community Assistance
<b>OPENING DATE</b>	06/04/2024	<b>CLOSING DATE</b>	6/18/2024 11:59 PM Eastern

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### Major Functions

The County of Volusia is seeking an experienced Administrative Specialist to join the Community Assistance Division Housing and Grants team. This position is located in DeLand, Florida.

The Grant Funded Administrative Coordinator – Housing will be responsible for administration and implementation of State and Federal initiatives related to housing programs. The primary responsibility of the candidate is to coordinate housing programs utilizing grant funding which may include State Housing Initiatives Partnership (SHIP), HOME Investment Partnership (HOME), or special disaster funding allocations. This is to be accomplished through determining applicant eligibility, tracking project budgets, developing the solicitation process for housing services that comply with appropriate grant regulations, tracking and monitoring all projects for completion by established deadlines, and ensuring grant/funding compliance. The position will also serve as a web master for the Community Assistance Division and supervise Community Assistance Project Coordinators assigned to housing activities.

**NOTE: This is a temporary grant funded position. There should be no expectation of guaranteed employment after the grant program concludes or program demands no longer support the position.**

### Illustrative Duties

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)

- Oversees grant coordination of strategies or projects related to grant funded program such as the State Housing Initiatives Partnership, HOME Investment Partnerships program, Neighborhood Stabilization Program, and any awarded disaster funding (state and federal) for housing related activities.
- May include contract management of multi-family units, to include ongoing compliance monitoring, affordability tracking and verification of Community Housing Development Organization; multi-family projects (local government contribution), and small rental developments.
- Develops and submits competitive applications and prepares for monitoring by grantee.
- Maintains client trackers, budget trackers and reviews tabsheets, bid documents, cost estimates, and invoices.
- Reports on status and may conduct staff meetings.
- Develops, reviews, and processes applications for assistance.

- Serves as web master and is responsible for ADA compliance, website monitoring and making necessary updates to online documents and information. Studies management methods to improve workflow, simplify reporting procedures or implementing cost reductions.
- May perform on-site inspection of projects to determine if work is being completed according to defined schedules.
- Investigates property owner/contractor complaints relative to progress of housing projects and makes recommendations to supervisor for resolution if necessary.
- Proposes and interprets policies for division operations.
- Reviews and answers correspondence.
- Coordinates and prepares grant or program reports.
- Coordinates collection and preparation of operating reports such as budget expenditures and performance data.
- Analyzes data and makes recommendations based on analysis.
- Provides public notices; prepares and distributes to news outlets and community organizations.
- Maintains a comprehensive records management system.
- Manages personnel including supervising subordinates, interviewing applicants, hiring, disciplinary measures, performance evaluations, and employee training.
- Initiates projects and works independent of close supervision.
- Prepares reports including conclusions and recommendations for solutions of administrative problems.
- Represents division or activity head at meetings of civic organizations or County staff meetings.
- May serve as backup to the Administrative Specialist – Housing Coordinator and complete tasks that include but aren't limited to processing invoices, loan payoffs, mortgage satisfactions, fair housing, etc.
- Performs special projects as directed.
- May be assigned to other county locations based upon operational needs.
- Must adhere to Federal, State, County and Local ordinances.
- Responds to emergency situations.
- Performs other duties as assigned.

## **Minimum Requirements**

Bachelor's degree in Business Administration, Public Administration, Political Science, Social Services, or related field, and two (2) years administrative experience or equivalent experience. A comparable amount of education, training and experience may be substituted for the minimum requirements if the following conditions are met: the comparable experience, training and/or education has a direct relationship to the duties of the position being advertised.

Must possess and maintain a valid Florida driver's license at time of hire.

## **Knowledge, Skills & Abilities**

- All knowledge, abilities and skills required at the Senior Administrative Assistant level.
- Knowledge of principles of management.
- Knowledge of program and line item budgetary procedures.
- Knowledge of internal and office systems analysis.
- Knowledge of effective supervisory practices and procedures.
- Knowledge of office and performance analysis.
- Knowledge of principles of personnel management.
- Knowledge of division policies and procedures.
- Ability to conduct research and prepare reports based on findings.
- Ability to properly maintain county records to ensure compliance with State and Federal laws and regulations.
- Ability to communicate effectively both orally and in writing.
- Ability to interpret policies and procedures.
- Ability to analyze operations and recommend procedures to improve performance.
- Ability to make sound management decisions based on available information.
- Ability to coordinate various activities within an agency to improve performance standards and operations.
- Ability to study systems and make recommendations to improve or revise current systems.
- Ability to represent division in absence of the director.

- Ability to supervise others.
- Ability to work independently.
- Ability to interact effectively with others.
- Ability to work under stressful conditions.
- Must be able to relocate to other county locations based upon operational needs.

## **ADA REQUIREMENTS**

**Mental Demands:** Ability to read and comprehend technical and professional journals and manuals; financial reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes. Ability to perform general mathematical functions. Ability to write reports, financial reports, memos, letters, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

**Physical Demands:** Sedentary work. Ability to see. Ability to lift (10 lbs.), carry, push, pull, handle, climb, crouch/kneel, reach; finger dexterity. Depending on assignment: Visual acuity (peripheral vision and depth perception) necessary to operate a motorized vehicle.

**Environmental Demands:** Inside work.

*Volusia County is a drug free workplace and an Equal Opportunity Employer committed to a diverse workforce. Veterans' preference is provided to qualified applicants pursuant to State law.*

### **Agency**

County of Volusia

### **Address**

125 W New York Avenue

DeLand, Florida, 32720

### **Phone**

386-736-5951

### **Website**

<http://www.volusia.org/humanresources>

## **Administrative Specialist - Grant Funded - Housing - Community Assistance Supplemental Questionnaire**

### **\*QUESTION 1**

**NOTE:** Your response to the following supplemental questions must match the information in the work experience section on your application. If your responses do not match, your application will be deemed incomplete and will disqualify you from further consideration.

I have read and understand the above statement.

### **\*QUESTION 2**

**Do you have a current valid Florida Driver's license?**

Yes

No

### **\*QUESTION 3**

If you answered "No" to the previous question, will you be able to obtain a Florida driver's license at the time of hire if selected for the position?

- Yes
- No
- Not Applicable

**\*QUESTION 4**

Do you possess Bachelor's degree in Business Administration, Public Administration, Political Science, Social Services, or related field?

- Yes
- No

**\*QUESTION 5**

If you answered "Yes" please list your degree. If you answered "No" please indicate N/A.

**\*QUESTION 6**

Do you possess at least (2) years administrative experience or equivalent experience?

- Yes
- No

**\*QUESTION 7**

If you answered "Yes" to the previous question, please indicate the following:

- (1)** the number of years,
- (2)** position title
- (3)** brief description of your experience and
- (4)** the name of the agency/organization(s).

If you answered "No", please indicate N/A.

**\*QUESTION 8**

Do you have a comparable amount of education, training or experience that is directly related to the duties of the position being advertised that may be substituted for the minimum requirements?

- Yes
- No

**\*QUESTION 9**

If you answered "Yes" to the previous question, please indicate the following:

- (1)** the number of years,
- (2)** position title
- (3)** brief description of your experience and
- (4)** the name of the agency/organization(s).

If you answered "No", please indicate N/A.

**\*QUESTION 10**

Please explain your knowledge/experience using Microsoft Excel, Word and PowerPoint.

**\*QUESTION 11**

**Have you ever worked as a temporary/lease employee for the County of Volusia?**

- Yes
- No

**\*QUESTION 12**

**If yes, please indicate when, position title and department/division. If no, please indicate N/A.**

**\*QUESTION 13**

**Where did you hear about this position?**

- County of Volusia Website
- Indeed.com
- Orlandojobs.com
- Social Media sites (i.e., Facebook, Twitter, Linked In)
- Other

**\*QUESTION 14**

**If you answered "Other" to the previous question, please indicate which specific source.**

\* Required Question