

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To be successfully in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### HOUSING GRANT MANAGER

**Department:** Community Services  
**Pay Grade:** 114  
**FLSA Status:** Exempt  
**Job Class:** 5075  
**Risk Code:** 8810

#### JOB SUMMARY

This position requires a detail-oriented and dedicated professional to support the management and oversight of key HUD and State Grant programs, including but not limited to SHIP, CDBG, HOME, and ESG. This position will play a crucial role in assisting with the development, implementation, and compliance of some of these programs, which are essential to fostering affordable housing, reducing homelessness and community development throughout the county.

#### ESSENTIAL JOB FUNCTIONS

- Oversees the administration of all housing-related programs and grants within the Community Services Department to include but not limited to: SHIP, NSP, HOME, CDBG and ESG, ensuring compliance with federal, state, and local regulations.
- Leads the preparation and submission of required plans and reports, including the Tri-Annual Local Housing Assistance Plan (LHAP), Annual SHIP Report, and other state and federal reporting.
- Develops, implements, and manages housing programs and grant budgets, monitors expenditures for compliance with fiscal requirements, and assists in preparing annual county budgets related to housing grants and program funding.
- Prepares and drafts all housing-related project contracts requiring approval by the Board of County Commissioners or other governing boards, ensuring review by the County Attorney's Office and proper submittal for placement on the Board agenda.
- Leads and provides oversight and support for housing-related committees and advisory bodies, including the Affordable Housing Advisory Committee, Lenders Consortium, Housing Finance Authority, and other established groups.
- Develops and maintains policies, procedures, contracts, forms, and other compliance documentation necessary for the efficient administration of housing grants and programs.

- Provides technical assistance to staff, sub-recipients, and program partners regarding policies, regulations, eligibility, budgeting, and program requirements; may lead staff or project meetings.
- Oversees the monitoring of sub-grantees and project partners to ensure adherence to grant terms and performance objectives, including reviewing reimbursement requests, tracking project progress, and recommending corrective actions when necessary.
- Manages project strategies and timelines to ensure timely expenditure of funds, adjusting outreach and workflow coordination as needed to meet program requirements.
- Prepares, submits, and maintains reporting systems such as IDIS, DRGR, SHIP Tracking, and reconciles program data with County Finance reports.
- Conducts research and analysis to support program planning, compliance, audits, and state/federal reporting requirements.
- Provides back-up documentation, research, and solutions as needed for Subordinations, Pay-offs, Foreclosures, Bankruptcies, and Short Sales.
- Develops and maintains working relationships with local realtors, title companies, contractors, housing developers, and other for-profit, non-profit, and housing related agencies.
- Prepares, presents, and assists with written and oral presentations and reports for the Board of County Commissioners, other government officials, community-based organizations, and the general public.
- Provides excellent customer service to the public and other county departments, assisting with inquiries related to housing and community development programs.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position is responsible for direct supervision of a relatively small number of employees (four or less), with indirect supervision of a moderate size staff. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's Degree in Business, Public Administration, Project Management, Planning, Health & Human Services or related field and three (3) years' relevant experience; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret the most complex documents.

- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to develop plans, policies, specifications, and programs continually.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Knowledge of loan underwriting principals.
- Knowledge of mortgage documents and HUD statements.
- Knowledge of the functions, operations, and structure of County government.
- Proficiency in HUD and state reporting systems (IDIS, SAGE, eLoCCS, DRGR, HMIS, SHIP Annual Reporting) and in Microsoft Office applications, especially Excel, as well as general office technology and equipment.
- Ability to speak effectively before public groups and to exercise sound judgment and tact.
- Ability to read, analyze and prepare a variety of forms, reports, and documentation, including rules, regulations, program schedules, budget proposals, and performance evaluations.
- Ability to establish and maintain effective working relationships with other County departments and outside agencies.
- Ability to remain calm in stressful situations. Must be adaptable to performing under greater levels of stress when confronted with an emergency.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- Strong organizational skills and ability to manage multiple projects simultaneously.
- In-depth knowledge of HUD regulations, public administration, and grant compliance processes.
- Ability to prepare reports, interpret data, and present information effectively to diverse audiences.
- Experience working collaboratively with government agencies, non-profit organizations, and the public.

#### **PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will occasionally be required to handle, hear, kneel, lift, reach, speak, stand, walk, and stoop.

#### **WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be required to be exposed to outdoor weather conditions

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

Date

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Supervisor (or HR) Signature

Date

**E.O.E.** Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.