

CITY OF MOBILE
COMMUNITY & HOUSING DEVELOPMENT PROGRAM ANALYST
www.cityofmobile.org

The City of Mobile seeks to hire a full-time Program Analyst who will be responsible for the administration and monitoring of the activities of various grant projects and the delivery of services for the City of Mobile's Community and Housing Development (CHD) Department as part of federal Department of Housing and Urban Development (HUD) programs. The Program Analyst reports to the Director of Community and Housing Development.

JOB REQUIREMENTS: Requires a bachelor's degree in business administration, accounting, finance, public administration or closely related field and a minimum of three years' responsible administrative experience to include one year experience in grant and/or contract administration or budgeting. Must possess a valid driver's license.

This position requires management skills, program management and business motivational skills, and communication to internal and external clients in a professional manner. Must have good knowledge of budgeting, state and federal requirements regarding HUD Community Planning and Development grant program management, research techniques, and federal and state bid laws and contract administration; ability to develop and implement policies and procedures; ability to communicate effectively, both orally and in writing; ability to plan, organize, train and supervise the work of others; ability to conduct research and prepare comprehensive reports; ability to coordinate a wide range of activities and services with other municipal, county and service groups; ability to operate and utilize computer software; ability to establish and maintain effective working relationships with granting agencies, program staff, government officials, employees and the general public. A combination of education and experience that equals or exceeds the total requirement will be considered.

PRIMARY RESPONSIBILITIES (including, but not limited to): Administers community development block grant and other funds; oversees programs, activities and budgets of various grant programs; monitors agency management of funds; conducts desk audits and on-site visits of assigned agencies; assists local organizations in implementing special projects; monitors the activities of designated on-going community development funded projects; conducts long-term monitoring of community development capital improvement projects; prepares contractual agreements between the City and assigned subrecipients; monitors the City's HUD assisted mortgage and property portfolio; evaluates applications submitted for funding reviews and approves vendor requests for grant payment; maintains appropriate records and documentation in accordance with grant regulations; ensures compliance of policies and procedures established in various grants and provides necessary supporting documentation; processes subrecipient requests; prepares subrecipient monitoring reports and project status reports; reviews monthly expenditure reports, trial balances and CIP reports; reviews monthly subrecipient status and audit reports; assists in preparing annual performance reports; assists in the preparation of journal entries to correct fiscal errors; assists in the preparation of public hearings and in the coordination of community awareness activities; prepares for and assists in HUD monitoring to include preparation of HUD annual report, annual performance report, and amendments to community development plans; performs general administrative duties; performs related work as required.

The City of Mobile ensures equal employment opportunity in all aspects of employment to all employees and to all applicants for employment without regard to race, color, religion, sex (excluding pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability or military obligations.

To apply (deadline 2/17/2017), send resume and salary history to:

hr@cityofmobile.org

fax: 251-208-7153

City of Mobile Human Resources Department, PO Box 1827, Mobile, AL 36633