

**CITY OF MOBILE, ALABAMA**  
**COMMUNITY PLANNING & DEVELOPMENT PROGRAM (CPD)**  
**Home Investment Partnerships Act (HOME) Administrator**

The City of Mobile, Alabama, seeks to hire a full-time, professional employee to serve at the pleasure of the Mayor as Administrator of the City's Home Investment Partnerships Act (HOME) Program. This employee will be eligible for the health plan and retirement benefits available to City employees. Salary is competitive and negotiable.

JOB REQUIREMENTS:

Must possess a Bachelor's Degree and preferably have five years' experience in the administration of federal Community Planning and Development (CPD) programs. Experience with and knowledge of the HOME Program will be highly valued. Must have working knowledge of federal laws and regulations governing grants management and CPD programs generally and, preferably, the HOME Program.

PRIMARY RESPONSIBILITIES:

The HOME Administrator provides management and oversight for the City of Mobile's HOME Program funded by the federal Department of Housing and Urban Development (HUD). The HOME Administrator ensures that all housing related HOME Program acquisition, construction and housing down payment assistance projects are initiated and implemented in conformance with applicable federal, state and local regulations, including project eligibility, environmental clearance reporting, and HOME affordability requirements. The HOME Administrator may assist with other associated grant programs, including but not limited to the Community Development Block Grants (CDBG) program, Community Development Block Grants-Recovery program (CDBG-R), Neighborhood Stabilization Program (NSP), Emergency Shelter Grant Program (ESG), and Homelessness Prevention and Rapid Re-housing Program (HPRP). The HOME Administrator may supervise and coordinate with financial and administrative support staff and coordinates activities of support staff to include legal, accounting, inspections, planning, and environmental functions. HOME Administrator reports directly to the Director of Community Planning & Development (CPD) Programs.

DUTIES:

- Review current HOME Program regulations, to include applicable HOME facts, CPD Notices, handbooks, and compliance and reporting requirements.
- Ensure that means used to procure Architectural Engineering professionals and building contractors meet acceptable standards.
- Ensure that subrecipient agreements and contract documents are prepared satisfactorily.
- Monitor subrecipients and contractors and their obligations under the contract for quality, timely workmanship.
- Monitor projects to ensure they are carried out on schedule or that delays are documented appropriately.
- Ensures that payment requests are handled properly and in a timely fashion.
- Visits subrecipients on a regularly scheduled basis to monitor contract compliance.
- Ensures that project files contain all relevant and necessary documentation to include project eligibility explanation and environmental clearance.
- Works closely with subrecipient/owners and Architectural Engineering professionals.
- Ensures that subrecipients know and pursue acceptable procurement practices.
- Provides information necessary for required reports, monitoring visits, and audits.
- Shows a willingness to support organizational goals and objectives of other office staff members when needed.
- Reports to Managing Director and provides HOME project progress reports (using benchmarking process) on a regular basis.
- Oversees the HOME Project application/selection process.

*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 (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, or military obligations.*

To apply (application deadline 3/31/11), send resume & salary history to:

[hr@cityofmobile.org](mailto:hr@cityofmobile.org)

fax 251-208-7153

City of Mobile

Human Resources Dept

PO Box 1827

Mobile, AL 36633

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