

Job Title: Program Specialist

FSLA status: Non-Exempt

Department: Cobb

Reports to: Deputy Director

Location: Cobb County CDBG Program Office

Position Summary: Responsible for the administration of housing programs.

Qualifications Required:

- Bachelor's degree in Public Administration, Political Science, Business Administration, or a related field; or equivalent experience
- Intermediate computer proficiency with Microsoft Office Suite to include Word, Excel, PowerPoint, and Outlook
- Proficiency in written and oral communication
- Minimum 2 years' experience in customer service, planning, project management, grants management, or related area.
- Must be able to work well independently and with teams
- Must be able to come into the office and interact with the Public, as required.
- Strong interpersonal skills
- Valid Driver's License and Car Insurance based on Georgia Law

Qualifications Desired:

- Work experience demonstrating knowledge of housing, homeless, or community development related programs
- Experience with procurement or construction project management
- Must be able to work independently and in teams.
- Public Speaking skills

Essential Functions and responsibilities:

- Must demonstrate ability to prioritize, meet deadlines, and follow through on assignments.
- Reviews current grant regulations, notices, and handbooks
- Coordinate client intake and verification
- Prepare subrecipient agreements and closing documentation
- Coordinate with stakeholders regarding project status.
- Prepare and approve payment requests utilizing Reimbursement Checklist.
- Maintain project files, monthly reports, databases, and environmental review records.
- Prepare and maintain monthly, quarterly, and /or annual financial reports for grant program(s)
- Analyze federal grant expenditures daily for adequate documentation and compliance with all applicable state and federal requirements
- Monitors contracts or agreements to ensure compliance with contract terms
- Manage project procurement to include reviews bids, cost estimates and change orders.
- Track and maintains budgets for all projects and activities.
- Provides technical assistance to services providers including public, non-profit agencies, and the general public.
- Conduct external/internal monitoring for all grant projects and assists management during monitoring visits by responding to requests for information and developing monitoring reports.

- Build and foster relationships with clients, vendors, subrecipients, and community stakeholders
- Monitoring cross-cutting requirements – Fair Housing, Section 3, Labor Standards, HMIS Coordination; Limited English Proficiency Requirements; Environmental Review Records
- Adhere to WFN's Code of Conduct and Employee Handbook, including dress code.

Nonessential Functions:

- Perform other related duties as assigned

Success Factors/ job competencies:

- Advance computer proficiency in Microsoft Outlook, Excel, Word, and Database Management
- Maintains a high level of professionalism
- Time Management- the ability to prioritize and meet deadlines
- Manages and coordinate information systematically
- Possesses strong analytical and research skills
- Maintains excellent interpersonal and communication skills
- Strong Team Player
- High degree of discretion dealing with confidential information.
- Possess public speaking and presentation skills.

Physical Demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms, talk and hear. Employee must occasionally lift and/or move up to 5 pounds. Specific vision abilities required by the job include close vision, distance vision, color
- *Work Environment:* The noise level in the work environment is usually minimal
- *Travel:* 5-20% local travel within Metro Atlanta, less than 5% overnight

Performance standards:

- Quarterly performance appraisal
- Attainment of quarterly goals established between Deputy Director and incumbent