

# Williamson County Job Description

## Department/Office: County Judge



Job Title: CDBG Asst Program Manager

FLSA: E

Pay Grade: B.28

Effective Date:

### JOB SUMMARY

Reporting directly to the CDBG Program Manager, responsible for assisting in the administration of the Community Development office including management of the federally funded Community Development Block Grant (CDBG) and CDBG-CV programs for Williamson County.

### EXAMPLES OF WORK PERFORMED

- Assists with the implementation of CDBG programs for outside agencies and organizations
- Assists in the development and management of the Williamson County Five Year Consolidated Plan, Annual Action Plan, Consolidated Annual Performance, and Evaluation Report
- Participates in maintaining project schedules, milestones, and budget plans
- Assists in gathering information for environmental reviews
- Attends Homeless Coalition Meetings as needed
- Participates in monitoring project quality control efforts and deliverables to ensure project is completed efficiently and effectively
- Works with communities to identify possible needs
- Conducts research and reports Fair Housing, Section 3 (Performance Evaluation & Registry System) and Equal Opportunity information
- Develops, maintains, and communicates project documentation, including project definition, schedules, milestones, and budget plans
- Oversees and manages a variety of project budgets, schedules, work plans and resource requirements for various development projects
- Tracks and logs various financial reports related to project budget, spending, estimates and cost impact throughout entire project
- Performs contract compliance by ensuring terms and conditions are met
- Completes and reports various environmental reviews to ensure projects are managed based on federal, state, and local laws
- Serves as liaison for HUD, subrecipients and other internal and external entities regarding programs
- Analyzes and responds to inquiries, comments, and complaints regarding community projects
- Attends all meetings and trainings, as required
- Performs special duties as assigned

### ORGANIZATION RELATIONSHIPS

- Reports directly to – CDBG Program Manager
- Direct Reports – No

### PHYSICAL DEMANDS

- Position involves prolonged sitting at a workstation, visual examination of documents, reaching, walking, twisting, bending, standing and occasional lifting/carrying

### ENVIRONMENTAL FACTORS

- Work is primarily indoors in an air-conditioned environment

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*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.*

### MINIMUM QUALIFICATIONS

- Bachelor's degree in Business, Public Administration, Urban Planning, or related field and five (2) years of program implementation, community development, and/or project management experience; OR an equivalent combination of education and experience
- Knowledge of federal, state, and local social programs
- Working knowledge of Microsoft Office Suite

### LICENSES AND CERTIFICATIONS

#### **Required within thirty (30) days of employment**

- Valid Texas driver's license

#### **Required within six (6) months of employment**

- Community Development Block Grant training
- HUD Environmental training

### PREFERRED QUALIFICATIONS

- Federal grant and budget development experience
- Knowledge of federal housing authority and HUD (Housing & Urban Development) practices
- Experience in a government or public sector capacity
- Experience to include infrastructure, public facilities, social services, housing rehabilitation -
  - Flood plain management
  - Knowledge of 24 Code of Federal Regulations Part 570
  - Knowledge in lead base paint regulations
  - Experience in interpretation, review and implementation of federal environmental laws
  - Experience in Fair Housing
  - Experience with Davis Bacon Wage Determination
  - Experience working with Continuum of Care/Texas Homeless Network
  - Implementation of Citizen Participation Plan

### EMPLOYMENT TESTING

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes
- Motor Vehicle Record check: Yes
- Drug screening: No
- Physical exam: No
- Psychological exam: No
- Additional: N/A

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### **IRREGULAR HOURS**

- Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required
- May be deemed essential personnel in the event of an emergency

### **TOBACCO FREE WORKPLACE POLICY**

Williamson County is a tobacco free workplace. The use of tobacco and non-tobacco products such as vapor, e-cigarettes and the use of chewing tobacco or like products is prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.

### **SUPPLEMENTAL INFORMATION**

Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.

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