



Regional Housing Authority

Position Description

GRANTS ADMINISTRATOR

I. Summary:

Reporting to the Director of Tribal Services, the Grants Administrator administers the THRHA grants including ICDBG, IHBG, Healthy Homes, LIHEAP, AHFC, USDA, other active grants and new grants as awarded.

II. Authority:

The Grants Administrator reports to the Director of Tribal Services, and is authorized to coordinate and implement approved grants within established THRHA policies and procedures and grant requirements.

III. Duties and Responsibilities:

- Organizes, directs and administers the grant activities.
- Guides and facilitate staff and tribal partners in the development and preparation of grant applications, proposals, agreements, sub-recipient agreements, to include budgets, documentation and interpretation of funding requirements.
- Perform prospect research on federal, state, local government; foundations; and corporations to evaluate prospects for grants.
- Prepares grant agreements; prepares reports and submits annual applications to HUD and other grantors.
- Coordinates and supervises the administration of other federal and state programs relating to community development, housing and rehabilitation; investigates and develops other housing and community development programs.
- Monitors grant programs to ensure compliance with HUD and grantor requirements and regulations; ensures program regulations are met.
- Prepares and maintain a variety of records, reports and files related to assigned activities.
- Communicates with THRHA staff, departments and outside organizations regarding coordination of programs and activities, resolution of issues or concerns, grant administration and to exchange information.
- Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Performs other duties as assigned.

- Frequent travel to partner communities via commercial airline, small plane or ferry.

IV. Required knowledge, Abilities and Skills:

- Knowledge of applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Knowledge of housing financing and development.
- Knowledge of grant writing methods and techniques.
- Knowledge of principles and practices of budget development and administration.
- Knowledge of record-keeping principles, procedures, and techniques.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to administer the grant programs.
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures to ensure compliance with Federal, State, and local requirements and regulations.
- Ability to prepare grant applications.
- Ability to maintain records and prepare reports.
- Ability to communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet critical time deadlines.
- Ability to use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Ability to establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Strong organizational and time management skills with exceptional attention to detail.
- Ability to travel via small plane or ferry.
- While performing the duties of this job, the employee is regularly required to:
 - Talk or hear;
 - Sit for extended period;
 - Kneel;
 - Crouch;
 - Reach
 - Push and pull
 - Lifting up to 20 pounds

V. Minimum Qualifications:

Bachelor's degree in public administration, human services or related field; Four (4) years increasingly responsible administrative experience, to include at least two (2) years of experience in public housing services programs, management, or community development; or an equivalent combination of education and experience that will provide the necessary knowledge, skills, and abilities to be successful performing the essential functions of the job.

VI. Grade Level:

Grade 14 (starting at \$73,055)
Exempt

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Supervisor/Manager _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Created (January 2019)