

COMPREHENSIVE GRANT ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Has full responsibility for the administration of the Comprehensive Grant Program in accordance with all local, state and federal codes, rules and regulations associated with same and meshes ongoing construction and activities with routine maintenance. This is a key position providing full management services necessary to plan, execute contracts, oversee and coordinate all work; meet all reporting requirements and assure compliance with all local state and federal codes, rules and regulations governing or associated with the Comprehensive Grant Program. Incumbent is under general supervision of the Executive Director of the Housing Authority with leeway permitted for the exercise of independent judgment. A Comprehensive Grant Administrator does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only only)

- Initiates Comprehensive Grant Program requirements needed to secure annual funding of same;
- Assures Housing Authority and contractors compliance with all local, state and federal codes, rules and regulations governing or associated with the Comprehensive Grant Program;
- Responsible for contracting award process to include advertisement, bid openings and award of construction contracts;
- Coordinates work of contractors with each other and with the activities of the Olean Housing authority;
- Inspects work in progress and assures that work is in accordance with the Olean Housing Authority's objectives for cost, time and quality;
- Maintains the financial records for the Comprehensive Grant Program;
- Responsible for all reporting requirements to the U. S. Department of Housing and Urban Development;
- Purchases material supplies and equipment budgeted in the Comprehensive Grant Program but which are not covered under general construction contracts;
- Reviews invoices for materials and equipment for accuracy and payment;
- Conducts daily inspections of work in progress to assure compliance with plans, specifications, intent of design and other contract documents;
- Participates in job meetings with architects and contractors to monitor progress and resolve differences;
- Reports directly and solely to the Executive Director on all work matters to include progress of work, administrative programs, complications with planned work, etc.;
- Works under the general supervision of the Executive Director and performs any and all work deemed necessary by the Executive Director for the successful implementation of both the Comprehensive Grant Program and ordinary operations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of procedures needed to comply with program requirements; thorough knowledge of general construction techniques; thorough knowledge of contract administration; good knowledge of the work of skilled trades workers and mechanics; good knowledge of federal procurement requirements; ability to maintain purchasing accounts and records; good judgment, thoroughness and dependability.

MINIMUM QUALIFICATIONS: Either

A. Graduation from a New York State or regionally accredited college or university with a Bachelor of Science degree in business administration, accounting or related field and two years' experience involving office administrative procedures and two years' experience involving general construction procedures; or

B. Graduation from a New York State or regionally accredited college or university with an Associate's Degree in business administration, accounting or related field, and five years' experience involving office administrative procedures and five years' experience involving general construction procedures; or

C. An equivalent combination of training and experience as described in (A) and (B) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, possession and maintenance of an appropriate class New York State Motor Vehicle Driver's license – or – ability to otherwise demonstrate their ability to meet the transportation needs of the job in a timely and efficient manner.

Adopted: