

COMPREHENSIVE GRANT ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is the senior/executive level of the building rehabilitation series and is responsible for the overall project development, scheduling, assigning and review of modernization and construction projects at the Authority. 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 works under general supervision of higher-level administration or the board with leeway permitted for the exercise of independent judgment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Initiates Comprehensive Grant Program requirements needed to secure annual funding;
- Prepares annual/five-year action plans, budgets for the Capital Fund Program and assists with annual operating budgets;
- Develops policy and procedure for compliance with Federal Grants;
- Performs and/or schedules field inspections of in-progress and completed modernization and related maintenance projects;
- Develops plans and specifications for modernization of housing authority properties and assists in the selection of architects, engineers and other personnel for assigned projects;
- Oversees and prepares requests for estimates, quotes, bids and proposals. 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 Authority;
- Answers questions from Housing and Urban Development personnel, field personnel, tenant groups, housing authority personnel, the public and staff regarding housing projects;
- Oversees and monitors allocation of resources and expenditures of modernization projects along with requisitions of equipment and supplies while ensuring projects remain within specified budget;
- Responsible for all reporting requirements to the U. S. Department of Housing and Urban Development;
- Purchases supplies and equipment budgeted in the Comprehensive Grant Program;
- Inspects rental units, existing structures and construction sites to ensure codes, standards and regulations are met and buildings are in good repair;
- Organizes and maintains contract files, reviews change orders, ensures correct billings and obtains approvals to make payments;
- Participates in job meetings with architects and contractors to monitor progress and resolve differences;

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; good knowledge of Microsoft Office programs; ability to maintain purchasing accounts and records; good judgment, thoroughness and dependability.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and:

A) Possession of a bachelor's degree and two (2) years of construction management experience;

OR

B) Possession of an associate degree and four (4) years of construction management experience;

OR

C) Six (6) years of construction management experience:

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, possession and maintenance of an appropriate class New York State Motor Vehicle Driver's license

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