

Sample Job Description

Title: Local Sub-grant Administrator

Basic Description: The local sub-grant administrator is responsible for all sub-grant activities on the community level. He or she interacts with State and local officials, property owners, the media, contractors, lawyers, title examiners, appraisers, etc. He or she also is responsible for carrying out State and local buyout procedures, managing procurement activities, and coordinating financial activities as they relate to the administration of federally funded sub-grants.

Specific Responsibilities:

1. Attend and participate in local Board of Trustees meeting(s) to review and discuss local buyout policy, which community must officially adopt. The local policy shall explain the rules of the buyout project, who is eligible to participate, how the project is conducted, etc. and be made available to all participating property owners.
2. Attend and participate in local town meetings.
3. Coordinate procurement of all professional services (e.g., appraisals, title searches, demolition, etc.), to include bidding and awards procedures. Administer contracts, to include issuing work orders, ensuring work is performed in accordance with contract, and coordinating payment.
4. Meet with each property owner as necessary to explain local buyout policy and procedures.
5. Maintain project administration system, to include financial records, grant file, and individual property owner and tenant files.
6. Provide in-progress reviews to Board of Trustees to communicate project status.
7. As necessary, coordinate and consult with State Grant Administrator.
8. Coordinate disbursements of funds and request for funds with local financial officer. Provide all necessary supporting documentation. Meet routinely to review and accurately maintain accounting transactions.
9. Schedule, coordinate, and attend all property closings; and ensure all necessary forms and documents are completed.
10. Coordinate tenant relocation assistance as necessary.
11. Process property owner's appeals.
12. Ensure acquired property is cleared and inspected. Ensure correct legal descriptions of acquired properties are provided to demolition or relocation contractor. Ensure outstanding issues regarding hazardous materials are resolved and abatements completed. Ensure demolition or relocation is in accordance with contract and conducted within 90-day timeframe. Inspect property to ensure it has been properly cleared and returned to open space.

Tool I-3, Sample Job Description

Minimum Qualifications: The successful candidate should have at least two years experience administering federally funded grants on either the State or local level, or in the private sector. That experience should include hands-on financial and procurement management experience as they relate to grant administration. Experience administering Federal or State contracts may be substituted. He or she also should be knowledgeable of federal laws, regulations, and policies governing grant administration (e.g., OMB Circular No. A-102, Grants and Cooperative Agreements with State and Local Governments). In addition, he or she should have experience supervising a staff or leading a project team.

The successful candidate also should possess good communication and interpersonal skills. He or she will interact with a variety of people to include local and State officials, property owners, reporters, contractors, lawyers, title examiners, appraisers, etc. Furthermore, he or she will coordinate the efforts of a variety of project staff, contractors, and consultants.