

THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL- TIME EMPLOYMENT OPPORTUNITY: Grant Coordinator/Loan Service Specialist - **Internal/External**

General Summary: Advises and assists the Director of Neighborhood and Economic Operations in planning, directing and administering the following programs; community development block grant (CDBG), CDBG CV, HOME, HOME ARPA, and ARPA pertaining to Housing, Affordable Housing and Development Board. Including oversight of funding, monitoring sub recipients, meeting federal regulatory requirements, advertising housing programs and preparing the planning documents. Also required to perform research, analyze data, prepare reports, make recommendations, approve and track payments, and keep a variety of records, and make presentations. Processes loan applications and facilitates closings related to various home rehab programs. Completes related program work including clerical and basic bookkeeping functions. Position involves public contact and requires ability to organize tasks. Provides staff services for various public bodies and agencies as needed.

Eligibility Requirements: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Bachelor's degree in accounting, public administration, business management or related field plus two years' experience related to accounting procedures, community development and/or grant writing; or the equivalent combination of job-related education and experience. Considerable oral and written skills are required. Considerable ability to organize information and tasks. Knowledge of accounting procedures and general ledger maintenance. Skill in the use of general office equipment. Considerable ability to use word processing and data base management software. Ability to use specialized financial system and database software. Experience working with IDIS preferred. Ability to perform mathematical computations with speed and accuracy. Ability to read, write, speak and understand the English language. Ability to prepare and produce clear and concise correspondence. Ability to work independently and manage projects. Ability to exercise discretion related to the handling of confidential information. Ability to interact professionally and constructively with other employees, elected officials and members of the public. Must have own transportation to participate in off-site meetings and inspections, as necessary.

City employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the City. City employees must also be physically and mentally able to perform the essential duties of their positions without excessive absences.

Physical Demands: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to communicate in person and by telephone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, and use sight to read and prepare documents and reports. The job requires standing or walking, including the ability to use steps. The job requires travel to other work sites. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus. The typical work environment of this job is a business office setting where the noise level is quiet or moderate, although the employee occasionally works outdoors and in construction sites where the noise level may be loud.

Grade/Salary: Grade 11 - \$55,917 - \$78,187

Benefit Package Including:

- Paid vacation, sick leave, and holidays
- Medical, dental, vision, and life insurance
- Disability income plan
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan

Date Posted: Tuesday, December 21st, 2021

Application Deadline: Tuesday, January 18th, 2022 at 5:00 p.m.

To Apply:

- Job applications can be obtained from the Human Resources Division or downloaded from www.cityofjackson.org
- A resume must accompany the completed job application.
- Job applications will be accepted in-person, fax (866-522-9005), email (apply@cityofjackson.org), or by mail at:

City of Jackson Human Resources Division
161 W Michigan Ave Jackson, MI 49201
**** EQUAL OPPORTUNITY EMPLOYER ****

