

## **RECRUITING ANNOUNCEMENT**

### **Community Development Block Grant Program Specialist**

Location: Carson City, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced Program Specialist for the Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program.

This position supports the Rural Community and Economic Development division efforts in developing economic prosperity in Nevada's rural communities. The Program Specialist oversees and assists in administering various complex grants and interprets numerous federal and state regulations to determine compliance.

#### **Core Functions & Responsibilities:**

##### **Grant Management & Technical Assistance**

- Assess, review and track grant activity on an ongoing basis to ensure timely drawdown of funds and project execution.
- Assist in planning, preparation, and facilitation of the Grant Administration, Grant Application training and preparation of the Advisory Committee meetings.
- Assist in updating the CDBG application handbook, administration manuals and training materials.
- Research and review other programmatic reports and documents throughout the lifespan of each project, including financial, contract/labor, environmental, and monitoring.
- Responsible for developing and maintaining the CDBG online grant application site, ZoomGrants.
- Review and evaluate grant applications from units of local government for completeness and eligibility.
- Assist rural communities in developing competitive CDBG grant applications.
- Prepare synopses of recommended grants and complete Labor Market Information (LMI) and fund leveraging tables.
- Ensure budgets and scopes of work are finalized prior to issuance of grant awards.
- Assist with issuing Grant Agreements.
- Provide technical assistance to grantees to ensure program operations are in compliance with federal regulations and state statutes, using telephone, email and formal written correspondence.
- Participate in pre-construction conferences; oversee labor compliance issues, and the closing of completed projects.
- Ensure labor compliance on a project-by-project basis by working with grantees to conduct wage determinations, 10-day wage checks, review payrolls, complete debarments of contractors/service providers, and other compliance factors as applicable.

##### **Federal Reporting**

- Prepare and submit Minority Business Enterprise (MBE) Report, Section 3 Report, Federal Funding Accountability and Transparency Act (FFATA) report and the Semi-Annual Labor Standards report.

- Maintain records for all federal reports submitted.
- Participate in the preparation of HUD's reports: the five-year Consolidated Plan, the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER).
- Oversee and ensure that any wage restitution is paid, and documentation is submitted, as well as retained internally.
- Receive and process Quarterly Reports from units of local government and enter summaries in Integrated Disbursement and Information System (IDIS) on a quarterly basis.

**Knowledge/Skills/Abilities/Experience:**

- Bachelor's degree from an accredited college or university in public or business administration, accounting, finance or related field and two years of grants experience which includes the administration, assessment, coordination, analysis and revision of grant programs; or graduation from high school or equivalent education and four years of previous responsible experience in administration, assessment, coordination and revision of grant programs; or an equivalent combination of education and experience.
- General knowledge of accounting procedures, principles and practices.
- Knowledge of Microsoft Office products.
- Ability to work independently and with a team.
- Excellent written and oral communication skills.
- Attention to detail, positive attitude and strong customer service skills.

**Salary and Benefits:**

\$52,500 annually. This position will be full-time, non-classified and exempt.

Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary. The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are also available.

**Location:**

Carson City, Nevada with some travel in and out of state

**To Apply:**

Interested applicants must email or mail a cover letter and resume to:

Michelle Sibley, Human Resources Manager  
Nevada Governor's Office of Economic Development  
808 W. Nye Lane  
Carson City, NV 89703  
[msibley@diversifynevada.com](mailto:msibley@diversifynevada.com)

**Application Deadline:**

Resumes will be accepted until recruitment needs are satisfied.

*The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*