

PROJECT DIRECTOR

The City of Harrisburg is seeking a highly motivated individual to fulfill the responsibilities of Project Director in the Department of Building and Housing. The Project Director plans, directs, and controls all fiscal activities necessary to complete Departmental projects and programs. Oversees and responsible for the Department's CDBG, HOME, ESG, and LHRD (and others) budgets totaling over \$5 million annually while ensuring compliance and accurate reporting of federal funding. Work is performed under the general supervision of the Director of Building and Housing or his/her designee. This is a management, FLSA-exempt position.

Qualified candidates will possess a master's degree in Finance, Accounting, Business Administration, Public Administration or a related field; five years of experience at the managerial level in planning, finance, or housing administration; proven experience in federal, state or city government; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Supervisory experience preferred. Must possess a valid Pennsylvania Driver's License, Class C, or equivalent.

The annual salary range is \$55,000 to \$60,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov

JOB TITLE:

PROJECT DIRECTOR – ASSET MANAGEMENT DIVISION – DEPARTMENT OF BUILDING AND HOUSING

GENERAL STATEMENT OF DUTIES:

The Project Director plans, directs, and controls all fiscal activities necessary to complete Departmental projects and programs. Oversees and responsible for the Department's CDBG, HOME, ESG, and LHRD (and others) budgets totaling over \$5 million annually while ensuring compliance and accurate reporting of federal funding. Work is performed under the general supervision of the Director of Building and Housing or his/her designee. This is a management, FLSA-exempt position.

JOB LOCATION/EQUIPMENT:

Work is performed primarily at the Rev. Dr. Martin Luther King, Jr., City Government Center. Duties are typically performed from 8:00 a.m. to 5:00 p.m.; however, field work at project sites and some evening or weekend work may be required on an infrequent basis. Periodic travel to conferences, training seminars and meetings is essential. Work requires daily use of a personal computer and software (e.g. Microsoft Office 365, including Excel, Word, etc.), HUD reporting systems, and office equipment.

ESSENTIAL FUNCTIONS:

Work involves, but is not limited to, the following: Serves as local administrator of HUD's Integrated Disbursement Information System (IDIS) and is responsible for reporting the Federal Funding Accountability and Transparency Act (FFATA). Assists in the formulation of processes and procedures regarding Departmental financial procedures; researches appropriate federal, state, and local requirements to facilitate compliance by all parties; assists in arbitration and resolution of conflicting interests, as necessary. Initiates corrective action in the event of non-compliance. Analyzes changes in regulations and their effect on cost reimbursements and financial operations. Develops financial accounting systems to track expenditures for all programs and projects. Reconciles grant budgets annually. Initiates and manages the collection and management of community development loans and grants to homebuyers, owners, landlords and businesses. Develops and prepares operational and statistical reports for management and regulatory agencies. Prepares reports and presentations as required. Develops and implements policies and procedures.

Maintains regular, punctual attendance. Reports to work and remains at work in a safe and productive condition. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

NON-ESSENTIAL FUNCTIONS:

Performs other related duties as assigned by supervisory personnel.

JOB TITLE:

PROJECT DIRECTOR – ASSET MANAGEMENT DIVISION – DEPARTMENT OF BUILDING AND HOUSING

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of grant-based accounting.
- Excellent project management skills with experience in managing and supervising administrative projects.
- Good knowledge of the principles and practices of urban real estate development and sales.
- Working knowledge of HUD Federal grants and asset management.
- Experience with grant based financial management including developing and monitoring Federal budgets and financial reporting.
- Exceptional and accurate mathematical, bookkeeping, accounting transactions and standard accounting principles and practices.
- Proven ability to meet aggressive deadlines.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (CONT.):

- Ability to anticipate and meet project schedules and deadlines.
- Ability to identify administrative/operational deficiencies and make recommendations for improvements to supervisors.
- Ability to use or learn to use automated information systems, including personal computers, databases, spread sheets and word processing software.
- Ability to present complex ideas effectively in both written and oral form.
- Ability to exercise discretion and sound judgment.
- Strong ability to communicate both orally and in writing.
- Ability to understand and follow oral written communication.
- Ability to assist with grant writing proposals.
- Ability to establish and maintain effective working relationships with supervisors, associates, civic community and private sector groups, and the general public.

QUALIFICATIONS:

Possession of a master's degree in Finance, Accounting, Business Administration, Public Administration or a related field; five years of experience at the managerial level in planning, finance, or housing administration; proven experience in federal, state or city government; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Supervisory experience preferred. Must possess a valid Pennsylvania Driver's License, Class C, or equivalent.