



The Santee-Lynches Regional Council of Governments reserves the right to modify, interpret or apply this job description in any way it desires. This job description in no way implies that these are the only duties to be performed by the employee. This job description is not an employment contract, implied or otherwise. This employment relationship remains "At-Will".

JOB TITLE: HOME Coordinator

DEPARTMENT: Government Services

JOB SUMMARY: Under the general oversight of the Government Services Department Chief and day-to-day oversight of the Grants Manager, the HOME Coordinator will perform a variety of project management tasks in support of local governments and regional partners in South Carolina's Clarendon, Kershaw, Lee, and Sumter Counties, including development and administration of community & economic development, public infrastructure, and housing projects. The successful candidate will also assist with development and implementation of other innovative programs for the organization.

The HOME Program is a HUD program that provides grants to states and localities for use in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. HOME is the largest federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

JOB DUTIES: The following list is not exhaustive. Tasks can vary and may be changed at the discretion of Chief, Government Services Department. They include but are not limited to the following:

- Utilize all available resources; to include established community-based housing advisory committees, housing consortia, and other organizations, to guide the successful implementation of COG housing goals and objectives.
- Coordinate the activities of the HUD HOME Consortium meetings, including conferring with the Community Development Director and Consortium Chairman, as necessary, to establish meeting time, dates, and agendas.
- Plan and assign field staff responsibilities.
- Perform the daily operations associated with the Housing Program in order to comply with regulations, technical instructions, timelines, and compliance with the Uniform Relocation Act (URA), performance requirements of HOME programs grants to non-profits.
- Coordinate and schedule all housing unit inspections or delegate such activity.
- Conduct bid openings.
- Coordinate/monitor financial expenditures by CHDOs for funds received from HOME Consortium.
- Provide technical assistance to CHDOs regarding financial matters for funds received from HOME Consortium.
- Interfaces directly with individual units of local government, targeted persons/family units receiving housing assistance, homeowners' associations, contractors, HUD, DED, State Housing Trust fund field personnel, local housing committees, and other local persons or non-profit organizations concerned with affordable housing issues/resources.
- Prepares internal reports on project activity/status as requested or required by the Grants Manager or Chief, Government Services.
- Accompanies local housing advocate on primary contact visits.
- Conducts pre-application surveys, prepares applications, and follow-up verifications.
- Directly prepares and submits application packages for HUD HOME State Housing Block Grant and State Emergency Trust Program activities.
- Maintains complete, accurate, and timely files relating to individual housing program projects in accordance with the standardized forms and protocol established by each specific program.
- Provides, as necessary, the appropriate information/data required for the submission of project status reports.

- Maintains knowledge of Fair Housing requirements.
- Coordinates and assists clients with relocation plans as appropriate.
- Attends bid opening and program monitoring.
- Attends training classes sponsored by state agencies as they relate to this position.
- Facilitates contractor procurement including mailing of application packages to contractors.
- Maintains good working relationship with contractors – reports concerns/problems identified to Grants Manager.
- Assists the Grants Manager with closeout packages of completed projects.
- Directly assists with the preparation and submission of Community Development Block Grants (CDBG), US Economic Development Administration (EDA) Grants or any other type of grant application package.
- Provides performance/status reports, and other material submissions to state and local governments, as required by the HUD, SC Dept of Commerce or any other grantor.
- Participates, as assigned, in CDBG and HOME project and program monitorings (inspections).
- Conducts Lien Research Verification.
- Supports CDBG, EDA and other grant programs as required.
- Performs other duties as assigned by administration.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated ability to handle complex analytical tasks and project-specific assignments.
- Knowledge of local government procedures and practices.
- Communications - Keeps others adequately informed; selects and uses appropriate communication methods
- Ability to work effectively with disabled individuals and individuals from low income communities
- Understanding of citizen involvement techniques and processes
- Ability to work in a fast-paced environment that requires handling multiple tasks and rapidly adapting to changing priorities, schedules, and budgets.
- Effective organization and time management skills to meet filing and internal/external project deadlines.
- Demonstrated cross-cultural sensitivity.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Quality Management - Looks for ways to continuously improve and promote quality; demonstrates accuracy and thoroughness.
- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Self-Management/Planning/Organizing - Requires excellent organizational and time management skills; must be able to prioritize and reprioritize work activities as required independently; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans; meets filing and other internal/external deadlines.
- Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit.
- Strong customer-service attitude; self-motivated and goal oriented; ability to facilitate team effort as well as work independently; excellent written/oral and interpersonal communication skills; strong work ethic, and willingness to learn and improve in all aspects of the position.
- Demonstrated entrepreneurial spirit

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- 4-year degree in business, public administration, or a field relevant to the advertised job requirements
- 4+ years of managing projects
- Must possess a valid state-issued driver's license

The following standards express the minimum background of training and experience to show evidence of an applicant's ability to qualify for this position. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

DESIRED TRAINING AND EXPERIENCE:

- Prior experience working with one or more of the following: U.S Economic Development Administration (EDA), Housing and Urban Development (HUD), Community Development Block Grant (CDBG), U.S. Department of Agriculture (USDA), and SC Rural Infrastructure Authority (RIA)