

Sacramento Steps Forward Job Description

Job Title: HUD Contracts Program Manager
Department: HUD Contracts
Reports To: Chief Programs Officer
FLSA Status: Exempt
Revised Date: December 2018

Summary: Under the supervision of the Chief Programs Officer, the HUD Contracts Program Manager is responsible for the overall direction and leadership of the HUD Contracts Department, implementing policy, budget development and controls, program compliance and reporting, and of providing management and leadership of the daily operations and activities of the department. The HUD Contracts Program Manager will serve as an expert on HUD contract requirements and will be involved in community meetings, partner collaborations, and with various internal and external committees. This position includes the supervision of various roles within the HUD Contracts Department.

Essential Duties and Responsibilities: include the following:

- Monitor HEARTH and HUD announcements and continually ensure the HUD Contracts Team quickly becomes experts on regulatory compliance;
 - Manages the updates on current HUD and any other local regulations within the Sacramento Steps Forward Monitoring Manual.
- Manages the HUD Contracts Team's ability to inform the Sacramento provider community and Continuum of Care partners of any regulatory changes or updates;
- Oversees the financial monitoring of HUD Projects by working closely with the Chief Financial Officer and Chief Programs Officer to ensure grants are in good standing and contributes to financial analysis of sub-recipients, including but not limited to:
 - Reviewing and analyzing monthly grant claim forms/reimbursement requests;
 - Identifying and following-up on spending patterns or issues; and,
 - Processing of grant reimbursement payments.
- Providing the Continuum of Care with responsive and helpful customer service while working to maintain positive relationships, repair strained partnerships and ensure SSF is a supportive entity;
- Ensure ongoing Program Quality Improvement with providers through innovative methods of providing training, technical assistance, and monitoring.
- Oversees a large portfolio of HUD grants and delegates to the HUD Contracts Team as necessary;
 - Ensures timely reporting;
 - Conducts program and fiscal monitoring of sub-recipients;
 - Communicates with sub-recipients and funders;
 - Processes contract amendments for sub-recipients;
 - Communicates with sub-recipients to determine and analyze contract needs;
 - Travels to sub-recipient sites, as necessary;
 - Answers questions and serves as an expert on sub-recipient contract requirements;
 - Provides direction and guidance on contract compliance and HUD regulations;

- Prepares renewal project funding applications for the annual HUD NOFA Competition;
- Closely supports the Chief Programs Officer during preparation of the annual consolidated application for HUD McKinney Vento funding and coordinates the annual local project competition;
 - Develops a 2018 Provider Training Schedule with some of the dates designated for NOFA training and preparation that will be done by Providers;
 - Create and administer a one-day conference for all potential new grant recipients. This conference will likely be held in March of each year to assure proper training in a timely manner for when the NOFA is released.
- Ensures a linkage with all internal departments and maintains a cohesiveness within the HUD Contract Department;
- Works with the HMIS Department to prepare the annual Housing Inventory Chart, Point-in-Time Count, Grants Inventory Worksheet, Longitudinal System Analysis, and other reports;
- Develop manuals to ensure continuity throughout the continuum, including HUD operational manual, PSH manual, etc.
- Occasional coordination and involvement in various committees and community meetings;
- Works with the HMIS Department to track service delivery and outcomes;
- Creates, updates and maintains HUD provider contracts;
- Prepares program budgets and schedules, and amendments to those budgets and schedules;
- Develops systems for assuring compliance with program requirements;
- Develops agreements with sub-recipients and contractors to carry out program activities;
- Oversees the monitoring of program activities for progress and compliance with program requirements;
- Prepares reports and other documents directly related to programs for submission to HUD;
- Other duties, as assigned by the Chief Programs Officer.

Knowledge, Skills, Abilities:

- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

Supervisory Responsibilities: This position includes the supervision of the Contracts Coordinator, Contracts Financial Analyst and Contracts Analyst, under the guidance of the Chief Programs Officer.

Measures of Performance: The Contracts Manager shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. **Dependability** – Can be relied upon to handle a fair workload, meet deadlines and commitments, and accept responsibility for actions.
2. **Client Focus** – Responds to client requests in a timely manner. Communicates with clients to ensure that they are satisfied and that their needs are being met.
3. **Quality of Work** – Demonstrates concern for the accuracy and quality of work, and takes steps to correct mistakes and improve overall product.
4. **Communication** – Organizes and expresses ideas and information clearly, using appropriate and efficient methods of conveying information.

5. **Cross-Cultural Sensitivity** – Is aware of differences and is sensitive to the needs of different cultures. Modifies behaviors and communications to accommodate these differences.
6. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
7. **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Resolves problems in early stages; Works well in group problem- solving situations.
8. **Business Acumen** – Understands business implications of decisions; Displays orientation to profitability; Aligns work with strategic goals.
9. **Cost Consciousness** – Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenues; Conserves organizational resources.
10. **Organizational Support** – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
11. **Strategic Thinking** – Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.
12. **Planning/Organizing** – Identifies desired outcomes and develops long and short range steps for accomplishing them; Uses time and resources efficiently; Sets goals and objectives; Organizes or schedules staff and their tasks; Develops realistic action plans.
13. **Professionalism** – Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
14. **Safety and Security** – Observes safety and security procedures; Promotes safety in the workplace; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
15. **Adaptability** – Adapts to change in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Ability to deal with frequent change, delays, or unexpected events.
16. **Leadership** – Exhibits confidence in self and others; Reacts well under pressure; Shows courage to take action; Motivates others to perform well; Provides recognition for results.
17. **Develops People** – Provides regular performance feedback; Develops subordinates' skills and encourages growth; Fosters quality focus in others.
18. **Delegation**– Delegates work assignments; Maintains adequate supervision of delegated work to ensure its completion; Matches the responsibility to the person; Gives authority to work independently.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's degree (B.A.) from four-year college or university and three to five years related experience and/or training or an equivalent combination of education and work experience is required. Previous experience with contract compliance and monitoring and the application of government regulations and codes is highly desired.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, members, governmental bodies/boards and the general public.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products. Advanced knowledge and skill with MS Excel is required. Knowledge of basic office equipment should include: Internet and email, copy and fax machines, and telephone.

Certificates, Licenses, Registrations: A valid driver's license and proof of current insurance.

Physical and Emotional Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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

The noise level in the work environment is usually quiet.