

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM MANAGER

The Loudoun County Office of Housing is seeking a seasoned and experienced manager to manage the Community Development Block Grant (CDBG) program with a budget of approximately \$1.4 million to include oversight of the County's emergency and accessibility grants programs.

The position strategically directs the use of CDBG funds, works closely with subgrantees, and monitors grant activities; administers the set-up of CDBG projects and activities in HUD's Integrated Disbursement Information System (IDIS); tracks accomplishments and generates required reports; and coordinates a competitive grant program including presentations to nonprofit organizations, application review, public hearings, and presentation to the Board of Supervisors. The position manages the development of the 5-Year Consolidated Plan, Fair Housing Plan, Citizen Participation Plan, and Annual Action Plans. The successful candidate will be able to implement the details of the CDBG program as well as provide leadership and vision in the development and guidance of other uses of CDBG funds. The County is an entitlement community and works directly with HUD's DC Field Office.

HIRING RANGE: \$66,638.24-\$91,627.58-Salary Commensurate with Experience

Position requires a combination of education and experience equivalent to a Master's degree from an accredited college or university in Urban Planning, Community Development, Business Management or a related field and two (2) years of directly related experience. Direct experience administering housing and community development programs, HUD policies and procedures, IDIS, and the CDBG program is highly desirable.

The successful candidate will know how to implement federal requirements, maintain audit ready documents, work directly with HUD, and ensure compliance with federal regulations.

Salary Range: \$66-638-\$116,616. Recruitment #22-128-3408. Visit our on-line employment center at <https://www.loudoun.gov> for more information and to apply. EOE