HOWARD COUNTY GOVERNMENT
divites applications for the position of:
Human Services Specialist III - CoC
Manager - Community Resources &
Services
An Equal Opportunity Employer

**SALARY:**
$30.11 - $54.65 Hourly
$62,628.80 - $113,680.32 Annually

**OPENING DATE:** 10/23/20

**CLOSING DATE:** 11/06/20 11:59 PM

**POSITION SUMMARY/CLASS DESCRIPTION:**

**THIS IS A GRANT FUNDED POSITION**

This position serves as Manager of the HUD mandated Continuum of Care (CoC) for homeless services in Howard County. Responsible for managing the planning, coordination, and implementation of community-wide efforts towards preventing and ending homelessness as outlined in Howard County’s strategic plan to end homelessness.

The Manager ensures that the Office of Community Partnerships fulfills its responsibilities as the lead agency for the CoC and provides staff support to the CoC Board and its committees. Responsible for informing and guiding the CoC board through data driven decision making on policies and practices to resolve homelessness in accordance with regulations and guidance from the U.S. Department of Housing and Urban Development (HUD), Maryland Department of Housing and Community Development and other funders of the CoC. Responsible for securing and sub-granting federal and state awards and monitoring grantees for compliance requirements and program outcomes.

**CLASS DESCRIPTION:**

Performs advanced professional level human services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically includes administrative support of a Division within the Department of Community Resources and Services; supervision over a major phase of citizen services delivery for the department; and planning, implementing, and evaluating program policies and procedures. Work also includes negotiating and administering grants; preparing budgets; designing instruments for use in data gathering; and contacts with public, health, and social service agencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Include the following. Other related duties may be assigned.

Works and cooperates with co-workers and supervisors at all levels.

Learns and performs all essential job functions accurately.

Manages Office of Community Partnerships’ responsibilities as the Lead Agency for the Howard County CoC:
• CoC Grant Applications - Ensures overall planning, application and oversight of federal and state grant programs including the HUD Continuum of Care grant, Homeless Solutions Program and the Emergency Shelter Grant. Oversight responsibilities include:
  • Well planned, timely submission of all federal and state grant applications
  • Implementing a competitive application process for sub-recipient awards; leading review and ranking activities that analyze applicant eligibility, organizational capacity, proposed budgets, and preparing recommendations for grant awards
  • Ensuring grantee adherence with all pre and post-award requirements
  • Overseeing disbursements and reconciliation of grant funds
  • Monitoring program performance and compliance with funder regulations and requirements
  • Analyzing, interpreting and disseminating regulatory information to sub-recipients of federal and state grants
  • Serving as a link between Office of Community Partnerships, finance, information technology, and other administrative functions so that all grantmaking activities are smoothly implemented

Coordinating funding strategies of the CoC and the Office of Community Partnerships that support the Howard County plan to end homelessness

• CoC Board Management: Coordinates CoC activities in accordance with federal requirements
  ◦ Providing staff support to the CoC Board and its committees to ensure governance and operations are aligned with HUD’s statutory and regulatory guidelines
  ◦ Ensuring ongoing education and training of the CoC Board and committees to optimize function and effectiveness
  ◦ Fulfilling Lead Agency role in the development and implementation of the County’s Plan to End Homelessness
  ◦ Working with leadership to plan and coordinate and manage meetings of the Howard County Coalition to End Homelessness, the CoC Board, and CoC Board Committees
  ◦ Researching and disseminating best/promising practices in homeless services from HUD, national advocacy organizations and other best practice communities
  ◦ Preparing regular internal and external documents, presentations, reports and other communication related to HUD’s CoC policies, priorities, goals and funding

• CoC Operations: Coordinates the operations of the CoC Board and Lead Agency
  ◦ Supporting the work of the Coordinated Entry System as Lead Agency for the Howard County CoC and work closely with the Services Coordinator to ensure the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH) measures are reflected in the System design
  ◦ Working collaboratively with the HMIS Manager on data collection, analyses and reporting on agency outcomes, emerging trends and gaps in service to support planning effort of the CoC
  ◦ Serving as the Office of Community Partnerships’ liaison with funding agencies and local homeless service providers, providing technical assistance and guidance on best practices in homeless services, grants management and compliance requirements to funded providers
  ◦ Ensuring project monitoring and evaluation of homeless response system performance

Serves as a member of the Office of Community Partnerships leadership team
Works across the Offices of the Department of Community Resources and Services to align funding, training and professional development for the non-profit community

Coordinates community meetings and forums to hear from and educate the public on issues related to homelessness; Represents the Office of Community Partnerships and Department of Community Resources and Services at community meetings, programs and events
SUPERVISORY RESPONSIBILITIES:
Potential responsibility for the supervision of some Office of Community Partnerships staff members. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM REQUIRED EDUCATION/EXPERIENCE:

Bachelor's degree and three years’ experience or the equivalent combination of education and experience.

MINIMUM REQUIRED EDUCATION/EXPERIENCE:

Masters’ degree preferred in a related field and related work experience; or equivalent combination of education and experience

Supervisory and/or management experience

Experience managing and administering federal and state grant-funded programs, with strong background in grants writing and grants administration

Understanding of the nonprofit sector including nonprofit governance, management and financial statements; knowledge and understanding of homeless services/poverty/low-income housing and best practices in ending homelessness

Project management experience evidenced by strong organizational skills, attention to detail, ability to multi-task and manage multiple deadlines in a fast-paced environment

Experience with data tracking, analysis, reporting and program evaluation

Ability to communicate effectively, both orally and in writing; ability to interpret public policy and communicate complex technical, budgetary and grants administration details including creation and delivery of public presentations and written reports

Ability to work independently and in teams to accomplish goals and drive outcomes

Ability to establish and maintain effective working relationships with all levels of staff within the Department, other departments of County Government, state and federal funders, community partners and vendors

Proficiency in Microsoft Word, Excel, and PowerPoint. ServicePoint or other HMIS software experience preferred

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

The noise level in the work environment is usually moderate.

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
Ability to respond to common inquiries from customers, regulatory agencies, board members, and members of the business community.

Ability to write speeches and articles for publication that conform to prescribed style and format.

Ability to effectively present information to top management, public groups, and/or boards of directors.

Ability to calculate figures and amounts such as discounts, interests, commissions, proportions and percentages.

**CERTIFICATES, LICENSES AND REGISTRATIONS:**

Possession of a valid driver's license.

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**APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:**

http://www.howardcountymd.gov

**Job #21-00077**

**HUMAN SERVICES SPECIALIST III - COC MANAGER - COMMUNITY RESOURCES & SERVICES**

**PF**

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**Human Services Specialist III - CoC Manager - Community Resources & Services Supplemental Questionnaire**

* 1. Your application, which includes any associated supplemental questions, must be complete at the time of submission and must clearly articulate the required work experience relevant to the position for which you are applying. The submitted electronic document must outline accurate dates to include (month and year) in association with each work history entry. Vague descriptions of experience will not be considered. Please include all pertinent experience in your application to include, full or part time, volunteer, military, acting capacity, or any other such work history that is applicable to the position for which you wish to be considered. Descriptions of duties that state "see resume" will negatively impact your candidacy as resumes cannot be substituted in lieu of a completed application. Applicants will not be contacted for clarification or additional information.

  - [ ] I have read and understand the language outlined above.

* 2. I understand that this is a grant funded position in accordance with Section 1.307 of the Howard County Code. Employees in grant funded positions serve at the pleasure of their appointing authority and may be terminated if the grant funding that pays the employee's salary ends.

  - [ ] Yes   - [ ] No

* 3. **Are you willing to accept a salary offer within the salary hiring range commensurate with applicable experience/qualifications? $62,628 - $79,604**

  - [ ] Yes, I am willing to accept the starting salary hiring range.
  - [ ] No, I am not willing to accept the starting salary hiring range.

* 4. Do you possess at least a Bachelor's Degree and at least three years of experience, or an equivalent combination of education and experience?

  - [ ] Yes   - [ ] No

* 5. If you possess a degree from an accredited college or university, was your degree conferred in one of the following disciplines: Social Work, Gerontology, Human Services, Public Policy, Public Administration or a closely related field? If so, of the choices list below, please select the option that most closely reflects your academic background.
6. Do you have any professional experience managing grant funding? Of the choices provided below, please select the option that most closely reflects your professional experience.

- Yes, I have assisted with the tracking and/or allocation of grant funds.
- Yes, I have acquired, tracked, allocated, and disseminated grant funds.
- Yes, I have supervised the acquisition, tracking, allocation, and dissemination of grant funding.
- No, I have no experience with grant funding.

7. Do you have experience coordinating Continuum of Care (COC) activities for homeless services?

- Yes
- No

8. If you indicated you possess professional experience coordinating Continuum of Care (COC) activities for homeless services, please give us your title, duties, dates of employment, as well as the employer for whom these duties were executed, in the space provided below. If you do not possess this experience please enter N/A (Not Applicable). "See resume" is not an adequate response.

9. Do you have experience in the overall management of Federal and State homeless services grants, including development of grant applications, coordination of pre- and post-award processes, and management of grant awards?

- Yes
- No

10. If you have indicated you possess professional experience in the overall management of Federal and State homeless services grants, including development of grant applications, coordination of pre and post award processes, and management of grant awards, please give us your title, duties, dates of employment, as well as the employer for whom these duties were executed, in the space provided below. If you do not possess this experience please enter N/A (Not Applicable). "See resume" is not an adequate response.

11. Do you have experience serving as a liaison with funding agencies and human service providers?

- Yes
- No

12. If you have indicated you possess professional experience serving as a liaison with funding agencies and human service providers, please give us your title, duties, dates of employment, as well as the employer for whom these duties were executed, in the space provided below. If you do not possess this experience please enter N/A (Not Applicable). "See resume" is not an adequate response.

13. Do you have experience providing technical assistance to non-profit service providers?

- Yes
- No
* 14. If you have indicated you possess professional experience providing technical assistance
to non-profit service providers, please give us your title, duties, dates of employment, as
well as the employer for whom these duties were executed, in the space provided below.
If you do not possess this experience please enter N/A (Not Applicable). "See resume" is not an adequate response

* 15. Do you have experience with and knowledge of the Homeless Emergency Assistance and
Rapid Transition to Housing Act (HEARTH)?
- Yes
- No

* 16. If you have indicated you possess professional experience with and knowledge of the
Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH), please
give us your title, duties, dates of employment, as well as the employer for whom these
duties were executed, in the space provided below. If you do not possess this experience
please enter N/A (Not Applicable). "See resume" is not an adequate response

* 17. I understand I am responsible for maintaining the accuracy of my contact information,
including my street address, my e-mail address, and my contact telephone numbers. My
failure to maintain accurate contact information may result in my not receiving
information regarding this job announcement and/or may result in my not being further
considered for this employment opportunity. To update this information visit
www.governmentjobs.com; click on the "career seekers" link, and follow the prompts.
- I have read and understand the language outlined above.

* 18. I certify that the information submitted in this application is true and correct to the best
of my knowledge. I understand that providing false, erroneous, and/or misleading
information may result in elimination from the hiring process and termination of
employment if hired.
- I have read and understand the language outlined above.

* Required Question