



City of Meriden
Now Hiring

Community Development Manager & Grants Administrator

This is a professional administrative position working under the direction of the Director of Economic and Community Development in the area of grants development and administration, community development, housing and special projects. The employee will be responsible for administering activities of the City in the development, preparation and management of grants and in community development activities including: preparation of grant applications related to general development, planning, housing and neighborhood improvement, neighborhood public and social service, parks and recreation improvements, economic development, services and facilities for the elderly, historic preservation, property acquisition, energy savings, environmental protection, public safety and other community development related activities.

Please see full Job Description below.

Desirable Experience and Training

Bachelor's Degree required with a specialty in government, business or public administration or related field.

Two (2) to five (5) years of government experience in federal and State grant administration or equivalent, including direct experience with the Community Development Block Grant program or equivalent experience.

Bilingual (Spanish/English) preferred.

Apply on line at <https://tinyurl.com/meridencareers> or you can email your Application/transfer form to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Please call to make an appointment.

Salary Range: \$75,000.00 - \$85,000.00

Open until filled

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Community Development Manager & Grants Administrator

Nature of Work

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The position includes responsibility for management, supervision, and preparation of technical work coordinating the community development program and related federal and State grants. It also includes responsibility for all phases of planning, financial management and monitoring of community development programs adopted by the City of Meriden as well as other special projects as assigned by the Director of Economic Development.

Examples of Work

Oversees the administration and implementation of the City's Community Development Block Grant (CDBG) program, including the development of the annual plan and year end reports, implementation of the citizen participation plan and management of all sub grantee agreements. In addition, oversees the administration and works closely with the Finance Department in tracking and managing grant funded activities within the Airport Authority, Library, State grants within the Clean Water fund, Transportation, Engineering, Emergency Services and Public Protection, Homeland Security and assists the Department of Health and Human Services as needed.

Develops programs in the area of community development, organizes and directs activities of professional, technical, administrative and clerical personnel in the community development program.

Establishes objectives, develops procedures, supervises preparation and administration of work programs and monitors all phases of programs adopted by the City Council. Coordinates activities with other City departments and maintains liaison with various public and citizen groups relating to community development activities.

Supervises some clerical and technical staff in fulfilling the obligations of the various adopted programs and special projects.

Desirable Knowledge, Skills and Abilities

Thorough knowledge of research techniques, grant applications, and the basic principles of administrative organization.

Thorough knowledge of Community Development Block Grant Program and most Federal and State grants or equivalent experience and a background in working under the structures of federal and State regulation.

Community Development Manager & Grants Administrator (continued)

Desirable Knowledge, Skills and Abilities

Ability to carry out the policy directions of the City Council effectively, promptly and without supervision.

Ability to speak and write effectively in order to release information to the media and the general public and to prepare progress reports for the Council.

Ability to work with the City Finance Department to track and manage grant funded activities using the City financial management system and Microsoft Excel.

Ability to analyze administrative and fiscal problems and to make sound recommendations as to their solution.

Ability to assign and supervise work of subordinates.

Ability to establish and maintain effective working relationships with employees, officials and the general public.

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Bachelor's Degree required with a specialty in government, business or public administration or related field.

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