



# City of Meriden, Connecticut

*Department of Human Resources*

**Josephine Agnello-Veley**  
*Director of Human Resources*

CITY HALL  
142 EAST MAIN STREET  
MERIDEN, CONNECTICUT 06450  
TELEPHONE (203) 630-4037  
FAX (203) 630-5882

November 17, 2022

**Community Development & Grants Administrator**

**Full Time/40 hrs.**

This is professional administrative position working under the direction of the Economic Development Director in Grants development and writing, Community Development, and special projects. Administers activities of the City in development; preparation of grant applications, general development, planning, housing and neighborhood, social service, parks and recreation improvements and preparation of technical work coordinating the Community Development program under the auspices of the Federal and State grants.

Bachelor's Degree required with a specialty in government, business or public administration or related field. Two (2) to five (5) years government experience in federal and state grant administration or equivalent; experience in CDBG preferred.

Salary Range: \$75,000 to \$90,000

Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to [humanresources@meridencct.gov](mailto:humanresources@meridencct.gov). Applications are also available in the Human Resources Department, City Hall, 142 East Main Street, Meriden CT 06450 Monday – Friday 8:00am – 5:00pm.

Last day to apply: Open until filled

**E.O.E.**

## **Community Development Manager & Grants Administrator**

### **Nature of Work**

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.

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.

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 or equivalent experience and a background in working under the strictures 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.

### **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 equivalent, including direct experience with the Community Development Block Grant program or equivalent experience.