



The City is currently accepting applications for

Grants Manager | Grants Division

Starting Salary Range: \$92,003.32 - \$121,904.40 annualized

Full Salary Range: \$92,003.32 - \$151,805.49 annualized

Full-Time; Exempt/Management; Non-Union

The Grants Manager is responsible for administration of affordable housing and community development programs funded primarily with Federal and State grants, including, but not limited to, Community Development Block Grant, (CDBG) HOME Investment Partnerships, Supportive Housing, Housing and Homelessness Innovations Grant Program, Illinois Department of Human Services funding, housing rehabilitation grants, and first-time homebuyer programs. Functions include preparation and implementation of a multi-year Consolidated Plan, Annual Action Plans (AAP), Consolidated Annual Performance and Evaluation Reports (CAPER), and preparation and administration of the division budget, oversight of programs administered by division staff, and compliance with federal, state, and local grantor requirements. Provide staff support to the Community Development Commission and City Council.

Required / Minimum Qualifications:

- A bachelor's degree in Urban Planning, Public Administration, Housing Management/Development, Human Services, Social Services, or a closely related field.
- Five (5) years of progressively responsible, related professional experience, including at least (2) years of supervisory experience.
- Experience with HUD reporting systems including IDIS (Integrated Disbursement & Information System) and eLOCCS (Line of Credit Control System).
- Must meet all HUD requirements.
- Master's degree in Urban Planning, Public Administration, Housing Management/Development, Human Services, Social Services, or related field is preferred.
- Relevant professional certification is preferred.

To apply, visit urbanacareers.org and submit an application.

Applications are accepted until the position is filled.

Please refer to the job description for additional qualifications and more information. This position will be filled in accordance with the Urbana Civil Service Rules. Information regarding benefits for this position can be found at <https://www.urbanacareers.org/management-benefits>

THE CITY OF URBANA WELCOMES DIVERSITY!

We foster an environment that values and encourages mutual respect, inclusion of all people, and utilizing differences and similarities as an organizational asset. EOE.