



CITY of LAS VEGAS

Department of Human Resources

OPEN (Job Code 0979503090)
SENIOR NEIGHBORHOOD PROGRAMS OFFICER
APPROXIMATE MONTHLY STARTING SALARY: \$4,951
GRANT FUNDED POSITION

OPENING DATE: September 28, 2009 at 8 a.m.
FILING DEADLINE: Open Until Filled

LAS VEGAS CITY COUNCIL
MAYOR OSCAR B. GOODMAN
MAYOR PRO-TEM GARY REESE
STEVE WOLFSON
LOIS TARKANIAN
STEVEN D. ROSS
RICKI Y. BARLOW
STAVROS S. ANTHONY
CITY MANAGER
ELIZABETH N. FRETWELL
DIRECTOR OF HUMAN RESOURCES
F. CLAUDETTE ENUS

(Please attach your EMPLOYMENT APPLICATION ADDENDUM and any required license(s), certificate(s) and/or degree to your application)

For a college or university degree earned outside of the United States please attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

We are currently recruiting for the position of Senior Neighborhood Programs Officer. The purpose of this recruitment effort is to establish an eligible list for future job openings. **This position is grant funded-your employment ends when the funding ends. INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.**

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Equivalent to a Bachelor's degree from an accredited college or university with major in business, accounting, marketing, urban studies, economics, social work, sociology, public administration or a related field. Two years of experience coordinating and administering federal grant-funded programs in any of the following areas: housing rehabilitation, homeowner assistance, homeless assistance, business development or capital improvement.

EXAMINATION PROCEDURES: A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. **CURRENT** city of Las Vegas application forms must be obtained between 8 a.m. and 5 p.m., Monday through Friday on the Second Floor of City Hall, 400 Stewart Avenue or you can download an application from our website, www.lasvegasnevada.gov. All complete **CURRENT** applications received by the filing deadline will be reviewed. **Only the most qualified applicants will be invited to participate in the written test, weighted 100% for placement on an eligible list.**

SELECTION PROCESS: Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, **and may be required to demonstrate the ability to perform the physical requirements of the job.**" Some positions may require preliminary background checks.

Duties may include, but are not limited to the following:

ESSENTIAL FUNCTIONS: Participate in planning, coordinating and administering various entitlement and federal grant programs, such as HOME Investment Partnerships Program (HOME), Community Development Block Grants (CDBG), Housing Opportunities for Persons with AIDS (HOPWA); represent the city's interest in the projects. Administer assigned projects; coordinate monthly committee meetings; participate in strategic planning for assigned programs; write funding proposals; complete Housing and Urban Development (HUD) reports; conduct project monitoring; conduct research to determine the need for a project; conduct Internet research; interpret findings and make recommendations. Prepare information for assigned programs' annual application process; update applications for funding, create disks and application packets, review completed applications for threshold compliance, generate detailed databases for all program applicants; upon completion of application review process, create books for citizen committee, attend presentation meetings as needed for staff support. Design, develop, review and analyze plans, reports, position papers, permits, applications and fact sheets; catalogue and maintain document library; maintain various detailed records of program information; gather statistics and resource materials for a variety of research projects; coordinate direct mailing campaigns. Represent the city on various boards, commissions and committees; coordinate meetings, seminars, workshops and conferences. Monitor program budgets; set up project initiators; review work authorizations and purchase requests; monitor invoices submitted by contractors to ensure charges comply with contract provisions and applicable laws, rules and regulations; approve disbursement of requests for funds. Ensure assigned programs comply with all applicable federal, state and local regulations and requirements such as labor standards, environmental reviews and project and program eligibility; conduct inspections of properties or other on-site compliance reviews as needed. Prepare and submit annual or other periodic reports for assigned federal or grant programs; assist with periodic audits of records and procedures; develop and implement project tracking systems to ensure the timely progress of grant funded projects. Process various legal documents; maintain current manuals; compose and edit reports, letters, fact sheets, briefing papers, agenda materials, contracts, speeches and promotional materials and related correspondence regarding assigned projects and activities. Serve as liaison between department, federal, state and local agencies, non-profit agency boards and staff, contractors, subcontractors, vendors and the public. Administer and monitor special projects related to neighborhood development as assigned.

Please see reverse side for additional information

Senior Neighborhood Programs Officer
JC: 097950309 0

You will be evaluated on your:

Knowledge of: Common office software, such as word processing, spreadsheet and database programs. Basic knowledge of real estate purchasing and financing. Research techniques, methods and procedures. Techniques for interacting with a wide variety of public and private officials, business owners and the public. Real estate and business development finance principles. Techniques of project facilitation and monitoring. Procedures and techniques for obtaining grant funding. Techniques of budget development and administration. Applicable federal, state and local laws, codes and regulations. Federal entitlement programs and Office of Management and Budget regulatory requirements. Applicable federal grant programs and their requirements. Housing development and rehabilitation programs. Homeless services, programs and issues. Loan programs to aid residents and businesses. Procedures and activities involved in developing vacant parcels of land. Components of well-written contracts and requests for proposal. Software programs used in tracking projects, including common office software. Techniques of report preparation. Techniques of record keeping. Business English, including grammar, punctuation, spelling and sentence structure.

Ability to: Read and understand financial statements and pro forma analyses of housing development. Learn to implement federal entitlement programs, housing development and rehabilitation projects. Learn to implement federal housing grant programs. Learn techniques and programs to retain, expand and attract businesses. Learn procedures and activities involved in developing vacant parcels of land. Learn to implement the methods, techniques and requirements for developing assisted and affordable housing. Learn to recognize the problems and issues unique to inner-city areas. Speak in public in various situations. Learn a variety of software programs. Produce written documents with clearly organized thoughts using proper English sentence construction, grammar and punctuation. Communicate clearly and concisely, both orally and in writing. Negotiate and work cooperatively with representatives of citizens groups, governmental officials at all levels, executives of private and public agencies and community leaders. Maintain awareness of and sensitivity to the problems and issues unique to inner-city areas. Read and interpret government documents, construction documents and financial statements. Use initiative and independent judgment within established guidelines. Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures. Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals. Establish and maintain effective working relationships with those contacted in the course of work. Maintain effective audio-visual discrimination and perception needed for: making observations; communicating with others; reading and writing; and operating assigned equipment. Maintain mental capacity which allows the capability of: making sound decisions; effective interaction and communication with others; and demonstrating intellectual capabilities. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time; and operating assigned equipment.

You will be notified of your placement on the eligible list after the examination process is completed. The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. **To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at (702) 229-6315.**

CITY OF LAS VEGAS

SENIOR NEIGHBORHOOD PROGRAMS OFFICER

**EMPLOYMENT APPLICATION ADDENDUM
(Required with City application)**

DIRECTIONS TO APPLICANT:

The City of Las Vegas Department of Human Resources appreciates your interest in this position. To better assist us with our evaluation process, we are requiring a completed City application **AND** the completion of this employment application addendum. **Please be thorough.**

Civil Service Rules require the completion of the application in its entirety. You may attach a copy of your resume, but it is your application **AND** this employment application addendum that will be used to determine your qualifications, not the resume.

The completed application AND employment application addendum are the tools by which we will evaluate your education and work experience, as it relates to the minimum qualifications for this position. We will be unable to give you further consideration if any part of the application or employment application addendum is incomplete. We appreciate your cooperation in assisting us with this process.

PLEASE NOTE: Falsification of any information on your application and employment application addendum will be grounds for immediate disqualification for consideration and/or termination from employment.

I certify under penalty of perjury that all statements and answers contained on this application questionnaire are true.

Signature

Name (Please Print): _____

Social Security Number: _____

Date: ____/____/____

EXPERIENCE

The minimum qualifications for this position requires two years of experience coordinating and administering federal grant-funded programs in any of the following areas: housing rehabilitation, homeowner assistance, homeless assistance, business development or capital improvement.

Please complete this page regarding your experience. You may reproduce this page if you need to list more than one employer.

Indicate your years experience performing the tasks below. You must also describe the details of this experience on your employment application. Failure to provide this information on the application may delay processing or disqualify your application. *Only indicate the years and months of experience you have performing each task for the employer. The number of years and months performing the tasks could be less than your time with the employer.

Employer:					
Dates of Employment From: _____ To: _____			Supervisor who can verify this information:		
Task			Years*	Months*	% of Time
1. Plan, coordinate, and administer entitlement and federal grant programs, i.e.					
a. HOME Investment Partnership Programs (HOME) Grants.					
b. Community Development Block Grants (CDBG)					
c. List other programs					
2. Coordinate monthly committee meetings.					
3. Complete Environmental Reviews.					
4. Conduct Davis-Bacon Reviews.					
5. Process payment requests.					
6. Monitor program budgets.					
7. Prepare and submit annual or other periodic reports for assigned federal or grant programs.					
8. Write and amend agreements.					
9. Conduct periodic on-site monitoring of subrecipients and contractors to ensure compliance.					
10. Ensure that assigned programs comply with applicable federal, state and local regulations and requirements.					
11. Coordinate and administrate Homebuyer Assistance Programs (HAP).					