

# CITY OF BUFFALO URBAN RENEWAL AGENCY

## NOTICE OF VACANCY

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**JOB TITLE:** Program Manager- 92020FHPM

**DATE:** September 23, 2020

**NO. OF POSITIONS:** (1)

**HRS. OF WORK:** 40 weekly

**SALARY:** \$52,201

**LOCATION:** BURA Executive Office  
920 City Hall

**GRADE:** 26U

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### General Description

The Program Manager assists City of Buffalo Urban Renewal Agency (Agency) Senior Program Managers, or as assigned and directed, to implement economic and community development programs as part of one or more Program Teams. Programs may be federally funded, non-federally funded, or a mixture of the two. The Program Manager may assist the Senior Program Manager in drafting and finalizing program rules, objectives, and success metrics with final approval from the COO. As members of assigned Program Teams, Program Managers will assist Senior Program Managers to manage implementation of approved programs in accordance with the approved rules and objectives.

Program Managers may assist in the management of more than one program at once across a variety of economic and community development areas of expertise, including single-family housing development, home repair, rehabilitation, weatherization, multi-family housing development, commercial corridor revitalization, arts and culture, and other areas as specified in citywide planning efforts. Program Managers will participate in, help prepare for, and take and distribute minutes during regular meetings with their Program Teams. Program Managers will assist Senior Program Managers in drafting regular reports to the COO on program progress, including funding distribution to date, ineligible applications and the reasons for ineligibility, options provided for ineligible participants, key issues in implementation, and geographic distribution of resources, monitoring results and other metrics.

### Duties may include, but are not limited to:

- Assist Senior Program Managers with drafting program design materials and rules that meet City goals for economic and community development and that effectively use federal and non-federal resources
- Serve as a key member of multiple Program Teams that may include underwriting staff, housing support staff, monitoring staff from Program Management, Project Management, FCA, and Legal. Coordinate and prepare for regular Program Team meetings. Take minutes at Program Team meetings and distribute.
- Coordinate with and provide technical assistance to Community Based Organizations involved in building each program pipeline and/or executing each program. Assist the Senior Program Manager to develop and administer training and assistance programs for partners as needed to ensure successful execution. Maintain positive relationships with CBO partners.
- Assist Senior Program Manager to manage the pipeline of program applicants and oversee eligibility verification.
- Assist Senior Program Manager to monitor number of ineligible participants and reasons for ineligibility to help inform future program design and resource allocation.
- Assist Senior Program Manager to maintain reconciliation and tracking spreadsheets.
- Assist Senior Program Manager to provide regular reporting on program metrics to BURA COO.

- Other coordination and program management duties as assigned by Senior Program Manager or BURA COO.

**Desired Qualifications and Skills:**

Detail-oriented, supportive as a team member, and flexible in changing circumstances. Interested and informed on local, state, and national best practices for program design to address the many community development and economic development needs of the City of Buffalo. Experience in loan underwriting and grantmaking desired.

The Program Manager will report to a Senior Program Manager or as assigned and directed.

**Designated Funding Source:**

This position is funded by a designated and limited funding source, specifically, the federally funded Coronavirus Aid, Relief, and Economic Security Act (CARES ACT), for a limited duration of a maximum of 24 months. In addition to all other conditions of employment with the Agency, this position is contingent on the continued availability of this funding source to fund this position in order to carry out the Statement of Duties and/or Scope of Work attached hereto as **Exhibit A**.

**Minimum Requirements:**

- A Bachelor's Degree and two years relevant experience or an Associate's Degree with 3 years relevant experience in a related field.
- At least 3 years of experience in community and/or economic development program management and administration.
- Must possess knowledge of the principles of mortgage loans, including processing, deeds, title searches, notes/mortgages, real estate agreements, and credit and collection procedures. Knowledge can be gained through an outside position or a position as Program Coordinator.
- Customer service experience and knowledge of federal and state housing programs also required.
- Must possess clarity and organization in preparing written material and a working knowledge of Microsoft based office suite software.

**Residency Requirements:**

As a condition of Employment, appointee must establish and maintain residency within the City of Buffalo during their tenure of employment. Residency must be established within 90 days of starting date of employment.

Cover letter and resume should be submitted by 4:30 pm (EST) Wednesday, October 7, 2020 to the attention of Scott C. Billman, BURA General Counsel via email to [info@buffalourbanrenewal.com](mailto:info@buffalourbanrenewal.com). Reference job posting code Program Manager- 92020FHPM. Cover letter and resume will also be accepted via Regular U.S. Mail to the following address:

City of Buffalo Urban Renewal Agency  
65 Niagara Square  
920 City Hall  
Buffalo, New York 14202  
Attention: Scott Billman, General Counsel

## EXHIBIT A

### **STATEMENT OF DUTIES AND SCOPE OF WORK**

BURA seeks a community outreach specialist to expand and enhance its Office of Fair Housing. BURA's objective is to increase access to quality affordable housing for City residents regardless of race, source of income, ability, familial status or status in any other lawfully protected category. The successful candidate's duties include, but are not limited to: communicating and educating property owners and tenants about local, State and federal Fair Housing and Landlord-Tenant Laws; engaging trade associations, advocacy groups and social services organizations in fair housing education; assisting with dispute resolution where possible; and collaborating with community partners and Housing Court to support the goal of access to quality affordable housing. The successful candidate will be part of a larger housing initiative that emphasizes resource allocation and support for tenants and landlords leasing property in neighborhoods at high risk for eviction and neighborhoods disproportionately impacted by Covid-19. Candidates must demonstrate the ability to build and sustain relationships with residents and community partners and an ability to read and comprehend materials related to fair housing laws and their enforcement. Candidates must be self-directed and motivated.