

## **BUFFALO URBAN RENEWAL AGENCY NOTICE OF VACANCY**

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**JOB TITLE: Program Manager**

**DATE: May 3, 2020**

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

**HRS. OF WORK: 40 weekly**

**SALARY: \$52,201.00**

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

**GRADE: 26U**

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### **General Description**

The Program Manager assists Senior Staff 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; funding may be temporary based on assignment. The Program Manager may assist in drafting and finalizing program rules, objectives, and success metrics with final approval from the Senior Staff. As members of assigned Program Teams, Program Managers will assist to manage implementation of approved programs in accordance with the approved rules and objectives.

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

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 in drafting regular reports 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 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 to develop and administer training and assistance programs for partners as needed to ensure successful execution. Maintain positive relationships with CBO partners.
- Manage the pipeline of program applicants and oversee eligibility verification.
- Monitor number of eligible and ineligible participants and reasons for ineligibility to help inform future program design and resource allocation.
- Maintains reconciliation and tracking spreadsheets.
- Assists with ensuring compliance with program requirements, including but not limited to owner occupied housing rehab, down payment and closing cost assistance, homebuyer activities and

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- rental rehabilitation and development, and M/WBE compliance.
- Provides regular reporting on program metrics.
- May review technical construction documents.
- Other coordination and management duties assigned.

### **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 grant making desired.

### **Minimum Requirements:**

- Bachelor's or Associate's Degree in a related field.
- At least 3 years 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, 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.

Compensation: Commensurate with experience; Health, Dental and other fringe benefits to be discussed at time of interview.

The Project Manager will report to BURA Management as assigned.

Start Date: TBD

**RESIDENCY REQUIREMENT:** 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 6 months of starting date of employment.

Cover letter and resume should be submitted by 4:30 pm (EST) Friday, May 21<sup>st</sup>, 2021 to the attention of Jenna Bichler via email to [jbichler@city-buffalo.com](mailto:jbichler@city-buffalo.com). 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: Jenna Bichler, Director of Operations