

# CITY OF BUFFALO URBAN RENEWAL AGENCY

## NOTICE OF VACANCY

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**JOB TITLE:** Program Manager -Posting Code 1292021PM

**DATE:** December 9, 2021

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

**HRS. OF WORK:** 40 hours 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) Friday, January 7<sup>th</sup>, 2022 to the attention of Jenna Bichler, Director of Operations via email to [info@buffalourbanrenewal.com](mailto:info@buffalourbanrenewal.com). Reference job posting code 1292021PM. 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  
Job Posting Code **1292021PM**

## EXHIBIT A - STATEMENT OF DUTIES AND SCOPE OF WORK

The City of Buffalo has received a significant amount of federal funding as a result of the COVID-19 pandemic through the Coronavirus Aid, Relief, and Economic Security (CARES) Act passed by Congress signed into law March 27th, 2020. Funds for this program will be allocated to sub-recipients, experienced and qualified nonprofits providing services to low income, disabled and homeless clients. All activities of the program will be designed to prevent, prepare for, respond to and recover from the COVID-19 pandemic, and clients served must have been or are at risk of being negatively impacted by the COVID emergency.

The Buffalo Urban Renewal Agency is seeking a highly motivated, very detail oriented Program Manager that can help us maintain our high standards of excellence in delivering and managing CARES act funding and related Subrecipient activities. Federal funds such as CARES ACT require full compliance with all Department of Housing and Urban Development regulations and requirements for the funding. Essential Duties and Responsibilities include:

- Assist in managing the homelessness prevention and diversion activities funded thru the Emergency Solutions Grant (ESG-CV) and Community Development Block Grant (CDBG-CV). This is currently a 24 month position.
- Assist with contract development and execution
- Help to independently monitor and record results for all CV funded agencies, per HUD rules and regulations, via virtual or in person site visits to agencies, HMIS data entry and outcome reviews.
- Assist in review of budget and expenses/vouchers of subrecipients under contract with City of Buffalo
- Working with the Homeless Alliance of WNY, our HMIS lead, assist in evaluating and monitoring the Subrecipient's objectives and program performance in HMIS.
- Work in collaboration to provide technical assistance and capacity building to CV funded subrecipients under contract, designed to increase program understanding, rules and regulations, and leading to excellent performance
- Research and document the lessons learned and best practices of the different projects in order to provide training and technical assistance
- Assist in the process of updating the Monitoring and Reporting tools.
- Develop a full understanding of HUD regulations, CoC Written Standards, Coordinated entry and other Performance Measurements in order to provide supportive consulting services to our partner agencies.
- Coordinate with entitlement funded activities
- Monitor HMIS entries to avoid duplication of benefits for clients served, timely HMIS entries by sub recipients and accurate upload of documentation.
- Assist in project close out
- Any other duties as assigned