

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

JOB TITLE: Program Manager (Housing)-

DATE: March 23, 2023

NO. OF POSITIONS: (1)

HRS. OF WORK: 40 weekly

SALARY: \$55,396

**LOCATION: BURA Executive Offices
Room 920 City Hall**

GRADE: 26U

General Description

The Program Manager assists City of Buffalo Urban Renewal Agency (Agency) to implement economic, housing 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 management of approved programs, drafting and finalizing program rules, objectives, and success metrics with final approval from the Senior Director of Programs or as assigned. The Program Manager will take direction from the Senior Director of Programs, or as assigned (See attached Exhibit A).

Program Managers may assist in the management of more than one program at once across a variety of economic, housing and community development areas, including single-family housing development, home repair, rehabilitation, weatherization, multi-family housing development, arts and culture, and other areas as specified in citywide planning efforts. Program Managers will assist Senior Program Managers in drafting regular reports to the Senior Director of Programs, or as assigned 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 policies and procedures that meet BURA and/or 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 production partners.
- Assist Senior Program Manager in managing the pipeline of program applicants and oversee eligibility verification.
- Assist Senior Program Manager in monitoring number of ineligible participants and reasons for ineligibility to help inform future program design and resource allocation.
- Assist Senior Program Manager in maintaining reconciliation and tracking spreadsheets.
- Assist Senior Program Manager in providing regular reporting on program metrics to BURA Senior Director of Programs, or as assigned.

- Other coordination and program management duties as assigned by Senior Program Manager or BURA Senior Director of Programs, or as 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 is preferred.

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, housing, 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 including proficiency in excel.

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.

Submission Instructions:

Cover letter and resume should be submitted by 4:30 pm (EST), April 5, 2023 to the attention of Yvonne McCray, Director of Housing, via email to bura@ch.ci.buffalo.ny.us. Cover letter and resume will also be accepted via Regular U.S. Mail to the following address:

Yvonne McCray, Director of Housing
City of Buffalo Urban Renewal Agency
65 Niagara Square
315 City Hall
Buffalo, New York 14202

EXHIBIT A

The Program Manager (Housing) will be under direct supervision of the Director of Housing or a Senior Program Manager, as assigned. Directly responsible for ensuring compliance with program requirements in the delivery of City/BURA housing programs, including but not limited to owner-occupied housing rehab, down payment and closing cost assistance, homebuyer activities, and rental housing rehabilitation and development: and coordinating assistance to the property owners and BURA/City staff in the development and processing of all loan applications submitted to the Department.

Working under the supervision of the Senior Program Manager, the incumbent coordinates and assists in the supervision of staff in the evaluation of applications for refinancing.

Advises and aides Community Based organizations in the preparation of loan applications; reviews all aspects of the application for compliance with HUD, City of Buffalo housing assistance program policies and procedures, City ordinances and regulations governing the use of HOME investment partnership program and Community Development Block Grant funds and other program funds, as appropriate.

The incumbent is responsible for HUD related reporting including the preparation of Annual Action Plan and Consolidated Plan information relating to the programs offered through HOME Investment Partnerships Program and Community Development Block Grant funds and other sources; and the preparation of the Consolidated Annual Performance and Evaluation Report (CAPER).

Coordinates the review of technical construction packages for adherence to HUD regulations; reviews and cosigns progress payment requests for major projects following project manager review; reviews applications for eligibility; establishes formulas to determine loans and grants categories and repayment schedules; coordinates the activities of the Housing Loan Review Committee; assists in the preparation of documents required to support compliance with federal and state regulations; serves as a program liaison with HUD, banking institutions and Community Based Organizations, City Agencies and Departments and does related work as required.