

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

DATE: January 30, 2025

JOB TITLE: Program Manager I
(Title in Bargaining Unit #6707, CSEA Local 1000 AFSCME)

HRS. OF WORK: 40 hrs./week

GRADE: 26U

SALARY: \$58,770.00

LOCATION: Executive Division
City of Buffalo Urban Renewal Agency
901 City Hall, Buffalo, N.Y. 14202

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 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. (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. The Program Manager 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 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 in developing and administering training and assistance programs for partners as needed to ensure successful execution. Maintain positive relationships with CBO production partners.
- Assist in managing the pipeline of program applicants and oversee eligibility verification.
- Coordinate the monitoring of the number of ineligible participants and reasons for ineligibility to help inform future program design and resource allocation.
- Maintains reconciliation and tracking spreadsheets.
- Assist with underwriting calculations, methodologies or prudent practices, reviews for funding, evaluation or implementation of projects/activities in a compliant manner in the Federal System and/or systems (IDIS, HMIS, LOCS, HEROES, HGGMS).
- Assist in providing regular reporting on program metrics to BURA Senior Director of Programs, or as assigned.
- Other coordination and program management duties as assigned; and
- Other duties as necessary or 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 2 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; and
- 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), February 14, 2025 to the attention of Hope Young-Watkins, Senior Director of Programs, [via email to djudson@buffalony.gov](mailto:djudson@buffalony.gov).

EXHIBIT A

The Program Manager will be under direct supervision of a Senior Program Manager, or as assigned. Specific duties include.

- Assists with coordination and providing technical assistance to Community Based Organizations involved in building each program pipeline and/or executing each program.
- Develop and administer training and assistance programs for partners as needed to ensure successful execution.
- Maintain positive relationships with CBO production partners.
- Manage pipeline of program applicants and oversee eligibility verification.
- Monitor number of ineligible participants and reasons for ineligibility to help inform future program design and resource allocation.
- Maintain reconciliation and tracking spreadsheets.
- Assists in the preparation of documents required to support compliance with federal or state regulations.
- Assist with tracking and reporting information to support program and reports; and
- Assist with management of and achievement of deadline compliance and timeliness.