CITY OF BUFFALO URBAN RENEWAL AGENCY
NOTICE OF VACANCY

DATE: **October 09, 2026**

JOB TITLE: **Program Manager II**

HRS. OF WORK: **40 hrs./week**

GRADE: **30U (Title in Bargaining Unit #6707, CSEA Local 1000 AFSCME)**

SALARY **$63,248.00**

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

General Description

The Program Manager II assists in a supervisory role within 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 II 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.

Program Manager II 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, inclusive of supervising staff associated with that direct program. Program Manager II 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 in support & coordination with the Senior Director of Programs, a Senior Program Manager or as Assigned:

- Participate in 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.
- Coordinate with and provide technical assistance to Community Based Organizations involved in building each program pipeline and/or executing each program. Participate in the development and

administering of training and assistance programs for partners as needed to ensure successful execution. Maintain positive relationships with CBO production partners.
- Manage and report on the pipeline of program applicants and oversee eligibility verification.
- Oversight of monitoring the number of ineligible participants and reasons for ineligibility to help inform future program design and resource allocation.
- Manage Data and information within Integrated Disbursement and Information System (IDIS) for the HUD exchange, including entering encumbrances.
- Responsible for maintaining reconciliation and tracking spreadsheets.
- Provide 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 grantmaking desired.

The Program Manager II will report to the Senior Director of Programs, a Senior Program Manager or as assigned and directed.

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.
- Must have at least 1 year experience as a Program Manager in a related field of experience
- 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), October 30, 2026 to the attention of Hope Young-Watkins, Senior Director of Programs, via email to djudson@buffalony.gov.