CITY OF BUFFALO URBAN RENEWAL AGENCY

TITLE

DATE:	**October 10, 2026**
JOB TITLE:	**Program Monitor**
NO. OF POSITIONS:	**One (1)**
HRS. OF WORK:	**40 weekly**
SALARY:	**$60,533-66,696***
GRADE:	**Grade 26U**
LOCATION:	**Executive Division, City of Buffalo Urban Renewal Agency 901 City Hall, Buffalo, N.Y. 14202**

GENERAL DESCRIPTION:

The Program Monitor is part of a team responsible for monitoring contracts awarded to not-for-profit neighborhood agencies, community based organizations and developers of multi-family projects. The Program Monitor serves as the lead to make sure activities and programs are carried out pursuant to the contract and contract work plan.

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

Not-for-Profit and Community Based Organization Agency Contracts

- Assist in the development of a Request for Proposals (RFP) to identify not for profits and community-based organizations to participate in various housing and community development initiatives within the City of Buffalo.
- Works with the evaluation team to assist in the review, selection process and award of the contracts
- Assist in the development of program goals, the fee per service schedule, performance standards and timetables for target completion.
- Prepare item for BURA board approval and process/circulate related contract package for signatures and execution.
- Continue to provide administrative oversight of contracts by meeting with contracted agencies and offer technical assistance, as needed, to insure effective delivery of program offerings and services.
- Review contract payments to ensure compliance with contract terms and provide related technical assistance.
- Process payments and maintain a tracking system to ensure payments requests are within budget lines.
- Monitor groups through the review of monthly reports, mid-contract reviews, and on-site meetings.
- Assist in the review and preparation of any contract extensions and budget revisions.
- Attend staff meetings and trainings as directed.
- Perform other duties as assigned.

Program Monitoring

- Responsible for ensuring compliance with program rules and expectations, contained in 24 CFR part 92, throughout the affordability/compliance period of the project.
- Prepare and distribute the annual project compliance report package to management/owners of approximately 40 properties in BURA portfolio.
- Prepare file and conduct site visits for all new properties (upon receipt of COFO, initial rent-up report and contract).
- Conduct off-site desk reviews and analyze the written information provided by management to verify accuracy and compliance with program requirements.

- Complete an assessment report to identify risk, prioritize the properties requiring an on-site visit and draft the monitoring schedule for the year.
- Coordinate the schedule of the individual visits with the in-house monitoring team.
- Provide a confirmation notice to site management at least one month prior to the scheduled site visit and provide a preliminary checklist of items to be reviewed.
- Coordinate the physical inspection of the property with the City of Buffalo Inspector to verify ongoing property standards.
- Conduct on site review and interview management a number of randomly selected HOME assisted files and test to verify compliance with HOME requirements.
- Preparation of site visit memo and site visit report.
- Provide the written report to the owner/management outlining all areas of non-compliance.
- Continue to work with management until corrective actions are noted and the site visit file is closed.
- Track the status of the properties and provide a copy of the monthly report to the Director of Housing.
- Contribute to the Consolidated Annual Performance and Evaluation Report (CAPER). Provide an overview of the monitoring activities and the results of the on-site inspections of the affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations.
- Attend staff meetings and participate in trainings/webinars as directed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Minimum qualifications for the Program Monitor must include graduation from an accredited college or university with a Bachelor's degree in political science, government relations, business management, journalism or related field. The candidate must also provide evidence of at least three to five years of full-time experience at a bona fide not-for-profit organization and/or government agency at an administrative level or. a combination of education and experience in resources development.

The Program Monitor must possess exceptional research, writing. communication and Computer skills. The individual must have also demonstrated superior organizational skills, ability to work independently and collaborate with various professionals in numerous organizations, plus supply initiative and leadership. The individual should also be familiar with various local, State and Federal grant sources in areas that impact local neighborhoods such as housing, crime and violence, education, environment, planning, early childhood, fire safety, workforce development, and health.

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 ninety (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.