

**CITY OF MOBILE**  
**NEIGHBORHOOD DEVELOPMENT CDBG JUNIOR ANALYST**

The City of Mobile seeks to hire a full-time CDBG Junior Analyst who will be responsible for daily tasks related to the administration and monitoring of activities of various grant projects and the delivery of services for the City of Mobile's Neighborhood Development (ND) Department as part of federal Department of Housing and Urban Development (HUD) programs. The CDBG Junior Analyst reports to the Principal Analyst of Community and Housing Development within the Neighborhood Development Department. This position is anticipated to be grant funded with CARES Act CDBG-CV and may be limited to that grant term currently estimated to be 6 years.

**JOB REQUIREMENTS:** Requires a bachelor's degree in business administration, accounting, finance, public administration or closely related field and a minimum of three years' responsible administrative experience to include one year experience in grant and/or contract administration, project management, or budgeting. Must possess a valid driver's license.

This position requires organizational skills, program/project management, and communication to internal and external clients in a professional manner. Requires knowledge of budgeting with a preference of state and federal requirements regarding HUD Community Planning and Development grant program management, research techniques, and federal and state bid laws and contract administration; ability to develop and implement policies and procedures when given direction; ability to communicate effectively, both orally and in writing; ability to plan and organize in a collaborative fashion; ability to conduct research and prepare comprehensive reports; ability to coordinate a wide range of activities and services with other municipal, county and service groups; ability to operate and utilize computer software; ability to establish and maintain effective working relationships with contracted subrecipients, developers, program staff, employees, and the general public. A combination of education and experience that equals or exceeds the total requirement will be considered.

**PRIMARY RESPONSIBILITIES (including, but not limited to):** Assists the Principal Analyst with administrative duties related to Community Development Block Grant-Coronavirus Response funds and other HUD funds; assists with monitoring of outside agencies management of funds; conducts desk audits and on-site visits of assigned agencies; assists local organizations in implementing special projects; assists with monitoring the activities of designated on-going community development funded projects; assists with conducting long-term monitoring of community development capital improvement projects; utilizing a pre-approved template, assists with preparing contractual agreements between the City and assigned subrecipients; monitors the City's HUD assisted mortgage and property portfolio; evaluates applications submitted for funding reviews and approves vendor requests for grant payment; maintains appropriate records and documentation in accordance with grant regulations; ensures compliance of policies and procedures established in various grants and provides necessary supporting documentation; processes subrecipient requests; prepares subrecipient monitoring reports and project status reports; reviews monthly subrecipient status and audit reports; assists in preparing annual performance reports; assists in the preparation of journal entries to correct fiscal errors; assists in the preparation of public hearings and in the coordination of community awareness activities; prepares for and assists in HUD monitoring to include preparation of HUD annual report, annual performance report, and amendments to community development plans; performs general administrative duties; performs related work as required.

***The City of Mobile ensures equal employment opportunity in all aspects of employment to all employees and to all applicants for employment without regard to race, color, religion, sex (excluding pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability or military obligations.***

To apply (application deadline 12/20/2020), send resume and salary history to: [hr@cityofmobile.org](mailto:hr@cityofmobile.org), fax: 251-208-7153, or mail to City of Mobile, Human Resources Dept., PO Box 1827, Mobile, AL 36633.