

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: STDDADM1U40N

Civil Service Class and Level: STATE ADMINISTRATIVE MANAGER-1

Working Title (What the agency calls the position): NDD Portfolio Administrator

Name and Position Code Description of Direct Supervisor: JOY, TONYA L; STATE DIVISION ADMINISTRATOR

Department/Agency: LEO-MSHDA

Bureau (Institution, Board, or Commission):

Division: Neighborhood Development Division

Section:

Unit:

Work Location (City and Address)/Hours of Work: 735 E Michigan Ave - Lansing, MI 48912 / Monday - Friday 8 a.m. - 5 p.m.

General Summary of Function/Purpose of Position: This position functions as the NDD deputy, second-in charge manager, and undertakes daily administration of the NDD federal Community Development Block Grant (CDBG) portfolio. This position oversees MSHDA's financed housing developments, to ensure compliance with applicable local, state, and federal rules, regulations, and laws, and to ensure that developments are managed in a fiscally and physically sound manner, thus securing MSHDA's investments. This position also coordinates capacity building assessments and develops training and materials to increase local housing capacity. This position oversees the financial process and provides key support to MSHDA's administration process on NDD federal funds. The priority is to oversee and approve financial transactions, addressing audit monitoring findings identified by a third-party independent consultant and/or other parties, and ensuring all programmatic reporting needs are met in a timely manner. This position oversees state and federal IDIS data entry and reporting and ensures timely submissions. This position identifies training needs and hybrid best practices to provide excellent user friendly customer support both internally and externally to facilitate project implementation in an efficient and effective manner

Assigned duties and tasks for each duty.

Duty 1: Serves as the NDD second-in-charge deputy role and a designated resource for collaboration between MSHDA's Neighborhood Development Division (NDD) and all other divisions regarding preservation and creation of affordable housing projects statewide.

- Performs as trusted deputy for the NDD Director that's accountable for learning, retaining, and implementing NDD action items through an ongoing deputy managerial role and providing support to Director for the entire division's activities.
- Coordinate the evaluation process for projects pursuing CDBG and/or HCDF resources.
- Make final funding recommendations regarding portfolio submitted applications and/or comprehensive through the Neighborhood Development Division and compile data.
- Actively lead in NDD team decisions and the intake process, ensuring that all documents are properly executed and sufficient to meet funding parameters and lead staff to ensure compliance and address and oversee monitoring determinations requirements.
- Review and provide comments and recommendations on purposed development design.
- Analyze all formally executed documents on projects reserved and subsequently awarded funding.

Duty 2: Provides all supervisory functions for a staff of professional positions and support staff including approving leaves, conducting service ratings, counseling, and disciplining employees, hiring and training of personnel. Conduct staff meetings and conferences to discuss operating problems, organization, budgetary matters, technical problems, and the status of all NHID programs and projects within a portfolio.

- Supervise assigned staff, directing day-to-day activities, identifying staff and program needs, assuring training is obtained and that individual performance factors and program and office goals are achieved.
- Select and train new staff.
- Evaluate and verify employee performance through periodic informal reviews and formal annual performance evaluations, pursuant to Civil Services requirements.
- Conduct conferences with staff members to resolve personnel issues.

Duty 3: Oversees the operations of a grant portfolio of state and federally supported activities by monitoring financial and physical performance, conducting annual development reviews, processing advances and expenditure requests, reviewing annual audits, approving budgets and assessing grantee capacity needs.

- Assign staff portfolios, plan, organize and direct activities of professional financial and program specialist and staff. This includes analysis of policy and procedures, coordination of NHID activities with agency wide goals and objectives, and development of long-range plans.
- Review and approval of agreements outlining terms and conditions specifically tied to funding parameters.
- Coordinate preparation of action plans so that the state formula allocations are secured on an annual basis.
- Develop written policies related to proper management of the MI Neighborhood portfolio and intake processes.
- Oversee use of Federal resources such as the CDBG financed portfolio and facilitate multi-divisional annual reporting items including but not limited to the CAPER and Annual Action Plan to secure federal resources.

Duty 4: Oversee all reporting activities including federal IDIS data entry and reporting.

- Oversee NHID intake staff who review and analyze single family housing proposals, including reviewing and analyzing of new development proposals for statewide grant awards.
- Oversee NHID Management staff that approve and assure training of local grantees oversight and implementation managing.

Duty 5: Develops financial and reporting documents to assure timely disbursement and expenditure of funds and completions within term of work parameters.

- Assures adequate control of MSHDA held funds and secures IGX funding parameters.
- Monitors portfolio activities to assure they are properly completed within timeframes state and/or federally designated.
- Reviews and make recommendations for approval of payments within the IGX grants management system
- Other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: Decisions related to supervision of assigned staff. The position determines when to reject a proposal based on policy, when proposed reservation adjustments are appropriate, if additional agency information (monetary and programmatic policy) is needed. This position independently reviews MI Neighborhood team recommendations for single family housing activities that are seeking new financing. This process is critical as it establishes the total financial need for physical rehab at the project level rehabilitation or new construction and provides a key component to project feasibility. This position also independently analyzes historical financial data for projects seeking NHID financing. This analysis is a critical component of the approval process as it determines which funding source would be optimal for local level implementation.

Types of decisions that require the supervisor's review: Supervisory review is needed when proposing a solution that exceeds the boundaries of a policy or past practices.

Physical effort used to perform this job and environmental conditions of this position: Typical office setting. No unusual physical effort is required. Ahe position may require occasional in-state travel to other MSHDA offices and State of Michigan meetings, and rare out-of-state travel for training or conferences. Work is subject to strict deadlines and may involve periods of high pressure and schedule flexibility. No regular exposure to hazardous conditions or strenuous physical activity.

Names and classes and levels of employees whom this position immediately supervises:

COSTA, LENORE C	DEPARTMENTAL SPECIALIST-2 13
CHANT, JULI K	DEPARTMENTAL SPECIALIST-2 13
MITCHELL, TRENTON	DEPARTMENTAL SPECIALIST-2 13
HENDREN, DEBRA	DEPARTMENTAL ANALYST-E P11
TENNEY, BENJAMIN A	DEPARTMENTAL ANALYST-E P11
CURRY, JUSTIN M	DEPARTMENTAL ANALYST-E P11
VACANT	DEPARTMENTAL TECHNICIAN-E
BROWN, CHASTITY S	STUDENT ASSISTANT-E A

The essential functions of this position: The function of this position is to take a close look at specifically assigned single family housing developments on an on-going basis by evaluating financial reports, budgets, audits and other data and by overseeing monitoring reports and property inspection results. Inspecting the portfolio to provide early warning of portfolio problems and lead the problem-solving effort and recommendations for addressing issues in a timely manner. The incumbent of this position must be able to travel on an as needed basis. This position also requires a division specified hybrid work schedule.

The function of the position's work area and how it fits into that function: The work area is responsible for: monitoring a \$170 Million portfolio of state and federal grants tied to housing activities primarily focused on assisting qualified low- and moderate-income families and ensuring all applicable state and federal laws are followed. This position supervises NHID staff members and helps to assess portfolio deficiencies and provide an early warning of impending problems and developing recommendations to help resolve problems before they become a crisis.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Manager 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Two or three years of residential housing experience.
- Or, two or three years of grant portfolio management experience.
- Or, two or three years of community development experience.
- Management or supervisory experience and/or leadership training preferred.
- Strong organizational skills.
- Ability to effectively and appropriately communicate both orally and in writing.
- Ability to establish and adhere to work priorities.
- Highly self-motivated, disciplined, flexible, patient, not easily frustrated, punctual, and dependable.
- Knowledge and proficiency on computer software programs.
- Good math skills.
- Team player

CERTIFICATES, LICENSES, REGISTRATIONS:

drivers license.