
THE CITY *of Altoona*

Now Hiring: Grants and Housing Program Manager

The City of Altoona, Wisconsin (population: 9,627), located in beautiful Eau Claire County, is one of the fastest-growing communities in the state. We are seeking a dynamic professional to join our team as **Grants and Housing Program Manager** and help shape the future of our thriving city.

The Grants and Housing Program Manager for the City of Altoona will play a pivotal role in managing the City's grant initiatives and affordable housing programs. Reporting to the Assistant City Administrator, this position is integral to identifying and securing external funding opportunities, administering grant processes, and ensuring compliance with federal, state, and local regulations. The manager also oversees key aspects of the City's housing programs, including eligibility determinations, fund management, and program evaluation, while collaborating with various stakeholders such as government agencies, nonprofit organizations, and community members.

Why Join Altoona?

- **Competitive Compensation:** Salary range of \$68,515.20 - \$88,808 DOQ.
- **Excellent Benefits Package:** The City of Altoona offers its employees an outstanding benefits package including health, life, disability and dental insurance. The City also contributes \$2,000 for a single, or \$4,000 for a family, to employees' health reimbursement accounts annually. The City has the flexibility to offer vacation leave commensurate with previous experience and offers eight hours of sick leave per month. A retirement plan is offered through Wisconsin PERS and the City currently provides a 6.95% match of the employee's contribution of 6.95%.
- **Moving Expenses:** The City will reimburse moving expenses for a selected candidate relocating to the area up to \$2,000.
- **Make a Difference:** Work in a collaborative, forward-thinking environment with opportunities to really make a positive impact in people's lives.
- **Flexible Work Schedule:** Flexibility to occasionally work from home and flex hours.
- **Family Friendly Workplace:** The City is a designated Family Friendly Workplace and strongly believes in a family first approach.
- **Work and Play in One of Wisconsin's Best Communities:** Altoona offers a vibrant quality of life, with excellent schools, outdoor recreation, and a strong sense of community.

What We're Looking For:

- **Education:** A four-year degree in business administration, public administration, English, journalism, communications, non-profit management or a related field.
- **Experience:** Minimum of three (3) years in grant writing, housing program management, or public administration preferred but not required. **Equivalent combinations of education and experience will be considered.**
- **Proven Success:** Preference given to applicants that demonstrate ability to secure and administer grants and manage housing programs effectively.

- **Knowledge and Skills:**
 - Principles of grants and housing program administration.
 - Federal, state, county, and local regulations related to grants and housing.
 - Budgeting, accounting, and auditing practices for public programs, strong oral and written communication skills.
 - The ability to manage time, prioritize tasks, and meet deadlines while working independently.
 - Proficiency in building effective working relationships with partners and stakeholders.
- **Team Collaboration:** Willingness to support colleagues during absences or high workloads. We are looking for a team player!

How to Apply: To learn more about this exciting opportunity and to access the full job description, visit www.ci.altoona.wi.us, call 715-839-6092 or email at roya@ci.altoona.wi.us.

To apply, send a cover letter, completed employment application (available on our website), resume, and three professional references to:

Roy Atkinson, Assistant City Administrator

Email: roya@ci.altoona.wi.us

Mail: City of Altoona, 1303 Lynn Avenue, Altoona, WI 54720

The first review of applications will occur on **Wednesday, January 15, 2025**. **Confidentiality cannot be guaranteed for finalists.** Position open until filled.

For application materials and the position description, please visit www.ci.altoona.wi.us and click on the CAREERS tab.

The City of Altoona is an AA/EOE employer. Join us and make a difference!

The City of Altoona Position Description

Position Title:	Grants and Housing Program Manager	Department:	Administration
Salary:	Grade K	FLSA:	Exempt
Last Update:	December 5, 2024	Reports To:	Assistant City Administrator

Purpose of Position

Under general direction, the Grants and Housing Program Manager is responsible for managing the City's grant and affordable housing programs. This includes researching, identifying, and securing grant funding opportunities; overseeing grant processes; and managing affordable housing program functions, including eligibility, loan/grant management, and oversight of housing funds. The position interfaces with city departments, government agencies, nonprofit organizations, and community members. The Grants and Housing Manager reports to the Assistant City Administrator.

Essential Functions:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Regular attendance and punctuality required.

Grants Administration:

- Research and identify external funding opportunities.
- Write, review, and edit grant applications to ensure compliance with all applicable laws and regulations.
- Analyze project costs and prepare budget justifications and revisions for grants.
- Develop and amend grant contracts, including those for sub-recipients.
- Conduct programmatic and performance assessments of grant-funded projects.
- Maintain accurate records and prepare reports related to grants.

Housing Program Management:

- Manage the City's affordable housing programs, ensuring compliance with federal, state, and local regulations.
- Administer housing program functions, such as program eligibility, leases, reexaminations, terminations, and fund disbursement.
- Track and manage rental or loan payment income and provide financial reports to the Finance Department.
- Serve as a liaison between the city, state agencies, funding sources, and the community on housing matters.

Policy and Compliance:

- Interpret and apply policies, rules, and regulations related to grants and housing programs.
- Provide guidance to staff and the community on compliance, procedures, and program administration.
- Collaboration and Communication:
- Work with City departments, funding agencies, and community members to address issues and implement solutions.
- Present to the City Council, Plan Commission, and other boards as needed.

Minimum Training and Experience Required to Perform Essential Job Functions:

- Bachelor's degree in business administration, public administration, or a related field.
- Three (3) years of experience in grant writing, housing program management or public administration preferred but not required.
- Demonstrated success in securing grants and managing housing programs.
- Equivalent combinations of education and experience may be considered.

Knowledge and Skills:

- Principles of grants and housing program administration.
- Federal, state, county, and local regulations related to grants and housing.
- Budgeting, accounting, and auditing practices for public programs.
- Strong oral and written communication skills.
- Ability to manage time, prioritize tasks, and meet deadlines while working independently.
- Proficiency in building effective working relationships with partners and stakeholders.

Physical and Mental Abilities Required to Perform Essential Job Functions*Language Ability and Interpersonal Communication*

- Ability to interpret and modify existing policies, strategies and/or methods to meet changing and/or unusual conditions within the context of existing management principles. Ability to analyze and categorize data and information, to determine consequences and identify and select alternatives. Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others.
- Ability to interpret and utilize a variety of advisory and design data and information such as revenue reports, expenditure reports, capital improvement plans, bid documents, contracts, construction specifications and drawings, invoices, budgets, contractor payment requests, requests for proposals, diagrams, schematics, maps, plant operating data, job applications, labor agreements, personnel policies, performance evaluations, attendance records, accident reports, ordinances, statutes, safety regulations material data sheets, construction and treatment standards, meeting minutes, agendas, non-routine correspondence, legal documents and engineering and equipment manuals.

- Ability to communicate orally and in writing with city officials, developers, engineers, architects, vendors, consultants, state and federal regulatory agency personnel, contractors, attorneys, news media representatives, department personnel, other city departments, utility customers and the general public.

Mathematical Ability

- Ability to add, subtract, multiply, divide and make arithmetic calculations.

Judgment and Situational Reasoning Ability

- Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, supervising and teaching.
- Ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Physical Requirements

- Ability to operate and maneuver equipment requiring complex, rapid and continuous adjustments such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill,
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching and crawling.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and pose a limited risk of injury.

EOE/ADA

The City of Altoona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.