

**CLASS SPECIFICATION**  
**Housing Lead Grant Program Coordinator**

FLSA Status: Exempt  
Union Representation: AFSCME – Housing

**GENERAL PURPOSE**

Under general supervision, coordinates, manages and participates in implementing the Portland Regional Lead Hazard Control Program (PRLHCP), a federally funded lead based paint hazard abatement program for qualified housing within the City of Portland and multiple metro area counties (Multnomah, Washington and Clackamas). The program provides for a free evaluation of lead hazards and financial assistance to reduce lead based paint hazards in housing occupied by qualified low and moderate income households. Work includes: application, management, compliance and reporting of the federal HUD grant; leveraging grant funds from other Federal funding sources; working with other housing teams to propose and process funding packages coordinating, managing and monitoring program implementation including receipt and approval of applications, evaluation of properties for lead hazards, approving and managing lead hazard control contracts, projects, and contractors; and performing related duties as assigned.

NOTE: This classification is used exclusively in the Portland Housing Bureau (PHB).

**DISTINGUISHING CHARACTERISTICS**

The Housing Lead Grant Program Coordinator coordinates, manages and participates in a wide range of complex and responsible program development and administration activities including managing the federal grant and implementing the program for the City of Portland and multiple metro area counties. The incumbent is responsible for coordinating multiple projects and working with regional partners and others associated with the lead hazard industry, diverse customers and other support agencies. Work involves a high degree of complexity due to interpretation and adherence to federal regulations; construction techniques, legal statutes, building codes and Federal laws. Incumbent is required to work with a high degree of independence and initiative and coordinate multiple projects both within the city and across regional partners. Special licenses are required to perform the work assigned to this class.

The Housing Lead Grant Program Coordinator is distinguished from other housing, grant and program coordinator classes by the incumbent's specialization in lead grant administration functions and activities for PRLHCP; and the special licenses required to perform the work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

Housing Lead Grant Program Coordinator

1. Coordinates and manages activities of the Portland Regional Lead Hazard Control Program (PRLHCP) within the City of Portland and across multiple metro counties by providing direction and coordinating the activities of city and county lead based paint hazard abatement staff.
2. Provides lead direction to regional partners (city bureaus, counties, housing agencies) including program planning and coordination; developing meeting agendas; scheduling and facilitating regional partner meetings; developing and maintaining program guidelines and process steps, and developing and initiating outreach and marketing plans and materials; providing technical information and support, and standardized program materials.
3. Completes grant applications and submits for approval; works to find ways to leverage funds from other Federal funding sources; works with other bureau work units to propose and process funding packages.
4. Oversees the monitoring and tracking of grant expenditures and compliance with grantor agency reporting requirements; analyzes cash management needs; manages and executes draw downs on letters of credit; oversees the reconciliation of grant funds; provides revenue projections.
5. Provides information and interpretations to staff and grantor agencies regarding financial and programmatic reports, grant requirements and grant documents; researches, provides technical assistance and interprets state and federal regulations; oversees compliance with Davis-Bacon requirements on federally assisted construction projects.
6. Coordinates grant audit and regulatory review activities, including site visits by funding agency representatives, monitors lead grant production to ensure program goals are met; prepare periodic reports to funders, special interest groups and other government agencies.
7. Develops partnerships with regional partners and other private, local, state and federal agencies involved in the lead hazard and remodeling industry.
8. Drafts, obtains approval and administers multi-year budget for PRLHCP; is responsible for meeting program goals set by bureau and City Council.
9. Oversees the receipt and approval of applications for assistance
10. Oversees property inspections for lead hazards; performs residential lead hazard risk assessments, monitoring and clearances to supplement City Housing Construction staff and fee for service risk assessor pool capacity.
11. Writes Requests for Qualifications (RFQ's) to solicit fee for service providers; manages resulting contracts;

Housing Lead Grant Program Coordinator

12. Writes RFP's, reviews and awards construction contracts for qualified properties; develops proposals, scopes of work and budgets; develops reviews, negotiates construction contracts and work specifications; evaluates and prioritizes cost effective repairs; facilitate the negotiation of construction contracts between applicants and construction contractors; mediates disputes between owners and contractors when appropriate.
13. Completes construction data input into City's database system; maintains construction files; monitors construction work and enforces compliance with construction contracts.
14. Approves payment requests after assuring that all work requested for payment is complete, conforms to contract and approved change orders, and has met code requirements.
15. Complete construction related portions of Environmental Assessments and Historical Reviews on assigned projects where required by funders; provides technical information related to environmental issues in both private and public settings. Serves as lead abatement expert for the city.
16. Coordinates the resolution of grant related issues with counties' and city's financial staff.
17. Recommends the approval of grants policies and procedures to ensure conformance with federal, state and local laws and regulations.

#### **OTHER DUTIES**

1. Develops and implements contractor capacity development strategies to support lead hazard control contractors and to increase the number of contractors actively participating in the program.
2. Represents the bureau and is involved in state and federal issues related to lead hazard and healthy homes on local, state and national levels. Provides technical information to and works with retailers and manufactures on national issues such as lead in toys and other consumer products.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Principles, practices and methods of grants administration, including development and writing of grant applications, monitoring for compliance with funding agency reporting and financial requirements, and required reporting and record keeping.
2. Construction management, including contract review, specification writing, and cost estimating, residential construction techniques and practices, scheduling and construction monitoring.
3. City, State and Federal building housing quality standards and labor standards.

4. Sources of information on available state and federal grant funds.
5. Provisions governing the audit of federal grant awards.
6. Principles and practices of general and fund accounting and financial reporting.
7. State and federal law and regulations applicable to the award and management of grants for a variety of City programs and functions, including grant accounting and auditing and Davis Bacon wage requirements for federally assisted construction projects.
8. Principles and practices of public administration, including budgeting, purchasing, contracting and maintenance of records.
9. Principles and practices of sound business communications.
10. Techniques, methods and procedures of revenue analysis.
11. Cost allocation methods and techniques.

**Ability to:**

1. Plan, organize, and coordinate work across and within different organizational units.
2. Organize, set priorities and exercise sound independent judgment within areas of responsibility including managing and coordinating multiple projects.
3. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
4. Understand, interpret, explain and apply federal and state law and regulations applicable to application for and administration of grant awards.
5. Communicate clearly and effectively orally and in writing including proposal and grant writing.
6. Operate a computer and standard business software.
7. Prepare clear, accurate and concise records and reports.
8. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers; demonstrate cultural competency in interacting with various racial and ethnic

communities; and communicate effectively with people of varied social-economic backgrounds including the ability to engage, educate and persuade others

9. Establish and maintain highly effective working and networking relationships with bureau managers, regional partners, construction contractors, home owners, neighborhood groups, representatives of funding agencies, governmental and outside auditors and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business administration, engineering, architecture, environmental science, or a closely related field; and three years of progressively responsible experience in residential construction management, environmental remediation work; or an equivalent combination of training and experience. Experience with publicly funded projects is preferred.

**Licenses; Certificates; Special Requirements:**

Possess a current Risk Assessor Certification or the ability to obtain certification within 6 months of hire. Risk Assessor education and experience requires;

- 1) Certification as an industrial hygienist, engineer, registered architect, certified safety professional, registered sanitarian, or registered environmental health specialist; or
- 2) A bachelor's degree and one year of experience in a related field (e.g. lead. Asbestos, environmental remediation work, or construction); or an associate degree and two years experience in a related field (e.g. lead asbestos, environmental remediation work, or construction); or
- 3) A high school diploma (or equivalent), plus three years of experience in a related field (e.g. lead. Asbestos, environmental remediation work, or construction).

A valid state driver's license.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

---

---

Class History: Adopted: 04-01-10

04-27-11 – Updated classification specification to document position found only in PHB; modified title and union representation.