



Administrative Services Committee Meeting Committee Room- 11/9/2009- 1:00 PM

ADMINISTRATIVE SERVICES

1. Create compliance staff positions for 2010 budget year. ☐ [Attachments](#)
2. Discuss allowing the Housing and Community Development Department to re-classify the Housing Programs Coordinator I position from paygrade 45 to paygrade 47. ☐ [Attachments](#)

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**Administrative Services Committee Meeting
11/9/2009 1:00 PM
Augusta-Richmond County Compliance Personnel Requirement**

Department:

Caption: Create compliance staff positions for 2010 budget year.

Background: Augusta-Richmond County has a need for compliance personnel to assist with federal and state grant, contracting and financial oversight and compliance requirements. Due to changes in federal law such as Sarbanes Oxley, the stringent ARRA and other stimulus funding requirements compliance personnel is needed in Augusta-Richmond County. Recommended are compliance attorney(s), compliance managers and a public information officer.

Analysis: Additional support staff is need to monitor the application, receipt and distribution of feeral and state grant funds and the correct advertising and publication of information relating to public contracting and construction projects. Likewise, the NERA study and audit reports recommend the additional of compliance personnel.

Financial Impact: General Fund unknowwn as none were provided to finance - dbw

Alternatives: Decline supplemental staff request and risk the loss of federal and state grant funding and increased litigation.

Recommendation: Create compliance staff positions for 2010 budget year.

Funds are Available in the Following Accounts: General Fund. none have been identified - dbw

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
11/9/2009 1:00 PM
Re-Classify Housing Programs Coordinator I Paygrade**

Department: Housing and Community Development

Caption: Discuss allowing the Housing and Community Development Department to re-classify the Housing Programs Coordinator I position from paygrade 45 to paygrade 47.

Background: This position was filled until the untimely demise of a fellow team member earlier this year. This position remains unfilled. Currently, all HOME Investment Partnership Program Department activities are currently being performed by the Housing Manager to include providing technical assistance to the local Community Housing and Development Organizations (CHDO's) as well as the preparation and submission of reports and accounting documentation required by federal, state and local authorities without the assistance of additional staff.

Analysis: Housing and Community Development recommends to fill this position in order to assist the Housing Manager. The Housing Programs Coordinator will assist the Housing Manager with all work including financial management tasks and all activities required to administer and monitor the Augusta-Richmond County housing and development programs including the HOME Investment Partnership Program. Because of the added financial management responsibility for this position, the Department is seeking to re-classify this position from a paygrade 45 to a 47.

Financial Impact: This position is funded and is in the Department's current budget.

Alternatives: None.

Recommendation: Accept our recommendation to re-classify the position from a paygrade 45 to 47.

Funds are Available in the Following Accounts: 221-07-3110-5111110

REVIEWED AND APPROVED BY:

**Finance.
Human Resources.**

Cover Memo

Item # 2

**Law.
Administrator.
Clerk of Commission**

Augusta-Richmond County

Job Description

Approved Title: Housing Programs Coordinator I
Working Job Title: Housing Development Project Coordinator I
Department: Augusta Housing and Community Development
Reports to: Housing Manager

Job Code: **FLSA Classification:** Exempt
Pay Grade: 47 **Date Revised:** 08/24/2009
Original Date Prepared: 08/24/2009

Does the Position Have Direct Reports? Yes ☐ No ☒

If Yes, What is the Title of the Position that Reports to this Position: _____ N/A _____

Is this Position Safety Sensitive? Yes ☐ No ☒

GENERAL SUMMARY:

Under the direction of the Housing Manager, performs a wide variety of professional level work involving projects, and activities related to the implementation and administration of Augusta-Richmond County's housing and development programs; prepares reports required by federal, state, and local authorities; and serves as staff liaison and provides expert professional assistance to staff, the general public and private organizations on community-wide housing and redevelopment initiatives. Performs responsible technical support work of a financial nature involving disbursements, variety of accounting, budgeting-related tasks to ensure all payments are made within time constraints allotted.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	Describe the duties and responsibilities of the position in the spaces provided below and assign percentage of time spent on each area on the left column space.
30%	Creates, updates and maintains department's housing accounting databases and spreadsheets related to housing development project. Prepares and verifies summary reports related to housing development.
25%	Works to provide to the Manager data, reports, and other information needed by HUD, the department, and the Community. Participate in the preparation of assigned budget; monitor expenditures and income.
20%	Assist in evaluating, assessing, and monitoring the effectiveness of housing programs and recommends improvements. Conducts site visits of residential and commercial properties to ensure compliance with program requirements. Assist in monitoring and administering the HOME Investment Partnership Program.
15%	Assist the Housing Manager with developing, implementing, and maintaining systems for the HOME program. Assist with the procurement of design professionals and contractors needed to implement housing and related Programs. Tracks and maintains all HOME contracts.
10%	Undertakes accounting measures to ensure that all payments are made in a timely/accurate manner and that all receipts are properly balanced and accounted for. Organize and establish detailed project files; maintain statistical information for assigned programs

100% Total: 100

This section's percentage must total 100%.

REQUIRED MINIMUM QUALIFICATIONS:

Education: BA/BS in Accounting, Finance, Real Estate Finance, Business Administration or other related field of study, or

Experience: Minimum 5 years solid experience in housing (preferably HUD programs), municipal planning, redevelopment, or public administration work sufficient to perform principal duties and responsibilities of the position.

Knowledge/Skills/Abilities:

- Thorough knowledge of principles, practices, and programs related to community development/redevelopment.
- Knowledge of federal, state, and local laws, codes and regulations including those relating to the acquisition and disposition of land in a redevelopment environment as well as those affecting the administration of redevelopment and Housing programs and projects.
- Ability to give oral presentations in small and large group settings or meetings; effectively present information and respond to questions along with the ability to prepare clear and concise technical, administrative, and financial reports, statements, and correspondence. Able to participate in the development and implementation goals, objectives, policies, procedures, work standards and internal controls. Exercise sound independent within policy guidelines.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals. Excellent computer skills including Microsoft Word, Excel, PowerPoint, Outlook and Access.

Certification: Possession of an appropriate, Georgia valid driver's license.

OTHER:Does this position require staff call up in an emergency situation? Yes ☐ No ☒Is travel from office to other locations required of this position? Yes ☒ No ☐If yes, what is the percentage of travel involved? Less than 50%? Yes ☒ No ☐ More than 50%? Yes ☐ No ☒**PHYSICAL REQUIREMENTS:**

Please indicate a yes or no as applicable below		
Occasional lifting of light objects less than 75lbs.	Yes ☒	No ☐
Intermittent sitting	Yes ☒	No ☐
Standing	Yes ☒	No ☐
Stooping	Yes ☐	No ☒
Crouching	Yes ☐	No ☒
Walking	Yes ☒	No ☐
Reaching	Yes ☐	No ☒
Pulling	Yes ☐	No ☒
Fingering	Yes ☐	No ☒
Grasping	Yes ☐	No ☒
Feeling	Yes ☐	No ☒
Talking	Yes ☒	No ☐
Hearing	Yes ☒	No ☐
Seeing	Yes ☒	No ☐
Repetitive Motions	Yes ☐	No ☒
Is work performed in an office setting?	Yes ☒	No ☐

FINANCIAL RESPONSIBILITY:Is this position involved in a budgetary or financial approval responsibility? Yes ☐ No ☒

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$0 _____

TRAINING & SUPERVISORY RESPONSIBILITY:How many people are being supervised or trained? None ☒One staff Yes ☐ No ☒ Two to five staff Yes ☐ No ☒ Six to ten staff Yes ☐ No ☒ More than ten staff Yes ☐ No ☒

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS_____
Employee_____
Date_____
Line or Staff Management_____
Date_____
Department Director_____
Date_____
Compensation Administration Staff_____
Date_____
HR Director_____
Date