

Position Title:
Program Manager, Lead Based Paint Hazard Reduction Grant Program

Job Posting Date: October 9, 2020

Closeout Date: October 23, 2020 [This position will remain open until filled; however, Sullivan County prefers to fill it as soon as possible.]

Status: This is a contracted position and will require a minimum of 30 hours per week for the duration of the 42-month performance period of the grant. The County anticipates it will apply for additional grant funding to continue this program.

Description: Sullivan County, NH seeks an experienced individual or consulting firm to assume role of Program Manager for a recently awarded \$1.7 million multi-year (42 month) grant from U.S. Department of Housing & Urban Development (HUD) as part of the Lead Based Paint Hazard Reduction and Healthy Homes Programs. This position will assume responsibility for daily operations associated with this program including supervision of two personnel (risk assessor/inspector and administrative assistant/intake coordinator) and will work closely with the Sullivan County Program Director and Financial Manager. Approximately 70 housing units are expected to be included based on the available funding.

Because Sullivan County is a first-time recipient of HUD funding, it is critically important that the Program Manager is experienced in dealing with lead issues.

Primary Duties:

1. Supervise two personnel related to this grant. A NH licensed risk assessor/certified lead inspector and an administrative assistant/intake coordinator.
2. Develop and manage a marketing and outreach program for the following audiences: potential clients, certified lead abatement contractors, and community stakeholders.
3. Develop a tracking & reporting system to monitor progress and communicate that progress to County officials and HUD.
4. Ensure all program activities are conducted in accordance with federal and state laws as well as federal financial guidance for grant funding.
5. Coordinate training sessions for contractors and workers to obtain NH lead abatement certifications/licenses.
6. Develop and implement comprehensive policies and procedures for program administration including screening of applicants and prospective lead hazard contractors.
7. Perform budgetary analysis, projections, reconciliation, and expenditure tracking to ensure compliance.
8. Assist in identifying additional sources of funding including grant writing.

Minimum Qualifications: REQUIRED: Minimum of 5 years of related work experience; demonstrated knowledge of applicable federal and state lead paint laws and building codes; excellent communication skills; ability to work independently; proficiency with Microsoft Office software. **PREFERRED:** Bachelor's/Master's Degree in Business or related degree with strong background in budget/finance, planning, personnel and other related administrative functions.

Salary: Negotiable based on candidate experience and hours worked per week.

Resume with a cover letter may be emailed to manager@sullivancountynh.gov
Sullivan County Manager, Derek R. Ferland, 14 Main Street, Newport, NH, 03773