



# CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

HUMAN RESOURCES OFFICE

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[www.bethlehem-pa.gov](http://www.bethlehem-pa.gov)

## Grants Specialist

**Department:** Community & Economic Development – Housing & Community Development  
**Type of Position:** Full-Time, Contract  
**Salary/Pay Rate:** \$46,289 - \$64,687 annually based on experience  
**Deadline to Apply:** ongoing

**MINIMUM QUALIFICATIONS:** Graduation from an accredited four-year college or university preferred, high school diploma required; three (3) years' experience in grants administration; or any equivalent combination of education, experience, and training which provides the required knowledge, skill and ability.

**REQUIREMENTS:** Must pass a criminal background investigation, pre-employment physical, and drug test.

**NATURE OF WORK PERFORMED:** This position assists in the administration of all aspects of the City's Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) programs.

**EXAMPLES OF WORK PERFORMED:** Coordinates programmatic activities and training opportunities with program sub-recipients; provides technical assistance to sub-recipients to ensure programmatic and regulatory compliance; ensures contract compliance and required on-site monitoring of HOME and CDBG projects; assists in the preparation of City's applications, program statements for federal, state and local grants/loans, ongoing compliance and support as needed and requested; assists with preparation and updates of Department of Housing and Urban Development (HUD) budgets in accordance with federal regulations and utilize the IDIS system for reporting as required; becomes an expert using Neighborly Software system for CDBG, HOME and other loan/grant programs that organize activity applications, sub-recipient monitoring and request for payments.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of federal funding regulations, specifically CDBG and HOME programs; understanding or willingness to learn HUD compliance requirements; ability to express ideas, concepts and technical information clearly and concisely, both in writing and orally; good judgment and skill in dealing with public agencies, sub-recipients, private groups and the general public; and good organizational skills.

**HOW TO APPLY:** Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [jobs@bethlehem-pa.gov](mailto:jobs@bethlehem-pa.gov) of City of Bethlehem, Human Resources, 10 E. Church St, Bethlehem, PA 18018. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.