CITY OF PHILADELPHIA

Department of Commerce

Position Title	Program Manager
Department/Group	Office of Neighborhood Economic Development
Immediate Supervisor	Senior Manager of CDC Programs
Subordinate Staff	None
Salary Range	$43,000- $48,000

Job Description

The Department of Commerce Office of Neighborhood Economic Development (ONED) identifies and develops programs to invest in economic development opportunities in Philadelphia neighborhoods. The Program Manager is an integral part of the unit with the responsibility to manage funding awards, relationships and contracts for performance of economic development work in the City of Philadelphia. This person reports to the Senior Manager of CDC Programs within the Office of Neighborhood Economic Development.

General Duties

- Contributing information and recommendations to strategic plans and reviews for ONED and the Department of Commerce.
- Preparing and implementing action plans for ONED programs
- Resolving problems and determining system improvements
- Preparing project presentations and reports using all appropriate software, drafting status reports, talking points, statements and other written work product as needed
- Assisting the Senior Manager of CDC Programs, the Director of Neighborhood Strategies and CDC Programs, the Director of ONED, and the Deputy Director of Commerce in the execution of their responsibilities
- Some night and weekend work may be required

Specific Duties:

The Program Manager provides planning, analysis, monitoring and technical support services for projects and programs designed to promote economic development to revitalize economic conditions in targeted urban areas. The Program Manager is responsible for negotiation, preparation, monitoring and evaluation of contracts for economic development projects and serves as an agent for the department in meeting with other City officials, City-related agency administrators and representatives of outside agencies to secure cooperation in the development of monitoring systems and the resolution of Community Development Block Grant and contract problems. The Program Manager works with providers with varying administrative and programmatic capacity and will adjust the monitoring approach accordingly. Contact with other governmental and quasi-governmental agencies, the private business sector and community organizations, groups and residents, is of major significance to the work.

The Program Manager prepares applications for project funding and reviews invoices and reports submitted by contractors and delegate agencies. The Program Manager will ensure provider compliance with all applicable Federal, State and City regulations. The Program Manager organizes information to inform the performance and quality of projects. The Program Manager works under the direction of an administrative superior.

Detailed Tasks include:

- Reviews proposals requesting funding of economic development projects; provides background information on projects; conducts financial feasibility analysis of project proposals; determines if projects are appropriate for targeted areas.
- Negotiates and prepares scope of service and budgetary statement for contracts and agreements recommended for funding by Community Development Block Grants, State Department of Community and Economic Development, and other city, state, federal and private funds; develops, discusses contract terms with agency directors, legal representatives, and fiscal administrators of contracting agencies; delineates

administrative and program breakdowns, production goals and units, and time frames; ensures that scopes of services are realistic and conform with approved program proposals; develops and incorporates designs for systematic reporting and monitoring of contract progress; discuss wording and format of contracts with legal staff to clarify terms and conditions.

- Negotiates and prepares programs budgets for contracts and agreements with other city agencies, quasi-city agencies and sub recipient contractors and providers; evaluates and approves or disapproves variances on line items from those amounts specified in approved program proposals; discusses proposed changes in total amounts with supervisor.
- Monitors contracted services, contracted business assistance or property rehabilitation work in targeted areas; conduct inspections of properties being rehabilitated to insure compliance to contract provisions; review submitted by delegate agencies; providers and private developer, attends pre-bid conferences; reviews bids and participates in recommendation of selection of contractors.
- Conducts Site Visits to ensure that the terms of contracts are being met, meet with designated representatives of contracted agencies for specific concerns or clarification, review their files for proper record-keeping; prepare site visit reports.
- Provides Technical Assistance as needed to ensure compliance and performance.
- Contacts other agencies, city housing officials, departmental officials and the private business sector to ensure cooperation in the implementation of programs and projects; monitors systems and the resolution of contract problems.
- Undertakes the initial review of invoices for expenditures under contacts for both budgetary control and conformance with program intent; certifies payment for expenditures; forwards payment requests for fiscal office and responds to contractor inquiries concerning payment; coordinates and negotiates amendments to contracts.
- Ensures the preparation of support documentation files for review and compliance with city, state and federal agencies; prepares monthly and annual reports as required by city.
- Prepares reports on economic development program activities to The City, State and HUD; records the activities of contracted agencies.
- Evaluates contract performance, effectiveness and impact of projects and programs and makes appropriate recommendations.
- Performs related work as required.

Required Knowledge, Skills and Abilities

Knowledge of:

- The principles and practices of contract development, negotiation administration, and control as they relate to economic and community development projects.
- The principles and methods used in revitalizing private industry and physical environment in economically-depressed urban areas.
- City, state and federal regulations as they pertain to contract preparation and administration of Community Development Block Grant, Empowerment Zone, and other funding programs.
- Funding Source rules and regulations and guidelines in the application of commercial and area improvement projects and programs.
- Uniform Program Management System.
- The principles of economics and the techniques of economic analysis.
- Legislation regulating area economic development activities.
- Project planning methods and techniques.
- The organization, functions, procedures and resources of City agencies, boards, and commissions, quasi-governmental agencies and private organizations whose activities affect urban area economic development programs.
- Physical, social and economic structure of the City.

Ability to:

- Establish and maintain effective working relationships with associates, governmental agencies, civic, community and business groups and the general public.

- Analyze complex problems and reach sound conclusions.
- Present ideas effectively, both orally and in writing.
- Enlist support and generate cooperation in the implementation of economic development projects and activities.
- Work independently and as part of a team.

Education and Experience Requirements:

- Completion of a bachelor's degree program at an accredited college or university with major course work in one of the following areas: economics, business administration, finance, public administration or city planning.
- Three years of experience in economic development project analysis, planning or monitoring, one year of which shall have been at the full performance level.
- Or any equivalent combination of education and experience determined to be acceptable by the Deputy Director of Commerce, which has included a bachelor's degree as an educational minimum.

This is an exempt, full time position requiring establishing residency within the city of Philadelphia within 6 months of appointment. To apply, please submit cover letter and resume to Ana Fuentes at ana.fuentes@phila.gov, using subject line: PROG MGR – [LAST NAME], by April 30, 2015.