

TRANSFER/PROMOTIONAL OPPORTUNITY

LEAD GRANT MONITOR

Health Department

PURPOSE: The Lead Grant Monitor (LGM) is a grant-funded position that is assigned to the Home Environmental Health (HEH) unit of the Disease Control and Environmental Health Services Division of the City of Milwaukee Health Department. This position provides overall management of grant compliance and grant reporting for Housing and Urban Development (HUD) and Community Development Block Grant (CDBG) grants to achieve the strategic goals of the Childhood Lead Poisoning Primary Prevention Program. Responsibilities include ensuring the timely drafting and reporting of all goals and objectives of the grants; overseeing the property-owner lead-safe worker training, managing the occupant relocation and protection portion, and collecting and analyzing data generated by the two grants; and ensuring that all HEH program policies and procedures are compliant with HUD regulations.

ESSENTIAL FUNCTIONS:

Grant Management

- Manage the compliance and reporting systems for HUD & CDBG contracts. Is responsible for analysis of contract terms and conditions; ensuring appropriate documentation for the execution of contracts; development of compliance procedures; processing all monthly, quarterly, annual and final reports; assisting in and ensuring staff compliance with the contract language requirements and other related federal and state laws.
- Provide staff education through mentoring and training inspectional and administrative staff
- Develop and monitor quality control measures
- Provide property-owner education
- Manage the occupant relocation program
- Process internal inquiries regarding grant management
- Work collaboratively with the HEH management team to achieve multiple programmatic goals and objectives for healthy housing, primary prevention of lead poisoning, secondary interventions and housing-based research initiatives
- Provide supervision for office and inspection staff

Research and Evaluation

- Research opportunities to incorporate HUD Healthy homes initiatives
- Conduct needs assessment activities as they relate to healthy housing and neighborhood conditions to assure effective use of resources and provide reliable information for local, regional and state planning efforts, including participation in local initiatives that address the concept of a healthy home (i.e. Fight Asthma Milwaukee Allies)

OTHER FUNCTIONS:

Policy Development and Consultation

- Participate in policy development and refinement of protocols through the analysis of reliable research data and collaborate with the Wisconsin Department of Family Services on related legislative issues, staff and property owner training, and occupant protection
- Serve as a liaison to other City housing and related agencies and provide leadership and consultation to agencies related to childhood lead poisoning prevention policies and services, particularly housing issues as they are impacted by federal regulation

CONDITIONS OF EMPLOYMENT:

- May be required to participate on a 24-hour emergency on-call rotation schedule, including weekends
- Required to use properly insured, personal vehicle on the job (automobile allowance is provided)
- May occasionally be exposed to fumes or airborne particles
- May be required to work in outside weather conditions
- Occasional travel outside the City of Milwaukee

SUPPLEMENTAL INFORMATION:

This is a grant-funded position.

MINIMUM REQUIREMENTS:

1. Current status and at least three months as a regularly appointed (non-probationary) employee of the City of Milwaukee
2. Bachelor's degree in architecture, engineering, public health, urban planning, business or related field; *Master's degree is preferred.*
3. Four years of related experience, preferably in construction management, residential rehabilitation, or lead risk management, including two years of program management experience
NOTE: Equivalent combinations of education and experience may be considered.
4. Valid driver's license at time of appointment and must be maintained throughout employment
5. Valid Lead Risk Assessor license at time of appointment is preferred, or must obtain such within 1 year of date of appointment
6. Properly insured personal vehicle for use on the job (automobile allowance provided)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- **Language skills** to read, analyze and interpret business periodicals, professional journals, technical procedures or government regulations; to write reports, business correspondence and procedure manuals; and to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical skills** to work with concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning ability** to solve practical problems and deal with a variety of concrete variables in situations where only a limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer skills** to work with database, spreadsheet and word processing software applications beyond the entry level; Experience with STELLAR database software is preferred.
- Knowledge of lead-based hazard reduction activities, legislative intent and implementation issues, housing codes and regulations.
- Ability to build and maintain good working relationships with a multi-cultural and multi-discipline staff, other agencies and the public; and to provide services in a culturally sensitive manner.
- Ability to maintain confidentiality.
- Ability to establish community partnerships to resolve problems.
- Ability to participate on a 24-hour emergency on-call rotation schedule, including weekends.

CURRENT SALARY (SG 006) is: \$50,206 to \$70,295 annually

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.