

NOTICE TO LOCAL #1310 EMPLOYEES
SUBJECT: VACANCY

Pursuant to Article VII, Section 2 and 3 of the 2007-2011 Collective Bargaining Agreement between Public Service Employees Local #1310 and the City of Wilkes-Barre, job openings are to be filled through a bidding process.

The City has a vacancy. Consequently, applications for the position of *Grant and Contract Monitor*, Department of Urban Redevelopment and Housing, Office of Urban Redevelopment will be accepted in the Bureau of Human Resources from August 9, 2010 through August 13, 2010. Applicants who wish to be considered for this position shall submit a *standard application* to Christine M. Jensen, SPHR, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

1. **RATE OF COMPENSATION:**
The 2010 salary range for this position is \$35,060.00 to \$41,247.00.
Newly hired bargaining unit members are also subject to the probationary pay scale outlined in Article XI, Section 3 of the Collective Bargaining Agreement between the City of Wilkes-Barre and Local #1300. The 2010 salary for this position for newly hired bargaining unit members is \$28,048.00
2. **HOURS OF WORK:**
9:00 a.m. to 4:30 p.m., one (1) hour paid lunch period.
3. **DUTIES:**
 - a. Directs and coordinates all functions of the environmental review process in accordance with 24 CFR Part 58 regulations as it relates to all Federal and State funded projects as determined by the Director.
 - b. Responsible for the execution of an acceptable environmental review record in accordance with 24 CFR Part 58 regulations for all projects, i.e. Community Development Block Grant Program, Emergency Shelter Grants Program, HUD Investment Program, Economic Recovery Funds, EDI, etc.
 - c. Provides the Director with an analysis of environmental matters from which decisions can be made relative to program execution and amendment changes in individual projects or activities.
 - d. Prepare advertisements, contracts and other documents.
 - e. Coordinate contract administration with other City Departments.
 - f. Monitor the OECD public service contracts in accordance with the United States Department of Housing and Urban Development regulations.
 - g. Assist in qualifying projects for eligibility for funding.
 - h. Monitor the compliance of all City contracts in accordance with all Federal and State statutes.
 - i. Track payments and reimbursements for grant program funds.
 - j. File OMB 133 reports and audits as required by the Single Audit Act of 1984 and other required reports related to all grants received by the City of Wilkes-Barre.
 - k. Clerical duties as assigned.
 - l. Perform other related duties that may be assigned.

4. QUALIFICATIONS:

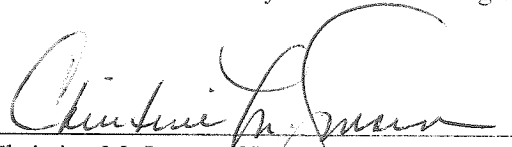
- a. Bachelors Degree in Economics, Accounting, Finance or a related field or a combination of applicable experience and college education.
- b. A minimum of three (3) years of comparable experience in management, administration, or a related field.
- c. Experience in Federal and State environmental regulations and contract/subrecipient agreement preparation.
- d. Ability to maintain accurate records.
- e. Excellent written and oral communication skills.
- f. Knowledge in the following computer software: Microsoft Office including but not limited to Excel and Word.
- g. Ability to work effectively and courteously with the public.
- h. Valid Pennsylvania Driver's License.
- i. Ability to maintain confidentiality of all information
- j. Ability to work with minimum supervision.
- k. Ability to physically perform the duties listed above.

5. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Sedentary position that requires occasional standing, walking, bending, and stooping.
- b. Position requires work primarily within an office environment with minimal exposure to outside elements.

6. OTHER

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.
- b. Funding for this position is contingent upon grant funding. Position may be eliminated if grant funding is reduced or eliminated.



Christine M. Jensen, SPHR

Director of Human Resources

August 6, 2010

INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES LOCAL #1310 MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.

THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.

THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION EMPLOYER.