

## Job Description

<b>Job Title</b>	Community Development Block Grant Bureau Chief (DFA #2620)
<b>Job ID</b>	115485
<b>Location</b>	Santa Fe
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular - PERM for State
<b>Agency</b>	Department of Finance & Admnst
<b>Job Posting Type</b>	Continuous Job Opening
<b>For more Job Requirements &amp; Classification Description:</b>	<a href="#">Click Here</a>

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### Salary

\$25.95 - \$45.15 Hourly

\$53,976 - \$93,918 Annually

This position is a Pay Band 85

### Purpose of Position

THIS POSTING WILL BE USED FOR ON-GOING RECRUITMENT AND WILL REMAIN OPEN UNTIL FILLED.

### Why does the job exist?

This position serves as the Community Development bureau under the direction of the Local Government Division (LGD) for all capital project funds and Community Development Block Grant (CDBG) funds within the Department of Finance and Administration. This position participates in all major program management decisions having fiscal implications and is a member of the LGD management team. This position plans, organizes, supervises and conducts the program oversight between the respective funding sources and regulatory responsibility to ensure compliance and protect current and future State and Federal funds within the Department. This position works closely with DFA Capital Outlay Bureau, the Department of Housing and Urban Development and local governments across the State to manage and oversee the financial aspects of over 1,000 active capital and CDBG projects.

### How does it get done?

Position is responsible for day-to-day programmatic operations and the development of policies and procedures. Position will develop, update and report periodic and management analysis reports for the respective programs. Position will manage and participate in the administration and development of multiple capital and CDBG project funds within the division. This position will provide periodic budget and progress reports to agency leadership and is responsible for monitoring compliance, reporting, encumbrance and reimbursement requests for all capital and CDBG activities.

### Who are the customers?

Municipalities, Counties, Land Grants, Special Districts, Planning Districts and DFA senior management.

### Ideal Candidate

The ideal Community Development Bureau Chief has experience in: supervising employees; capital outlay (legislative, operating and processes); administrative and regulatory oversight of federally funded program(s); organization skills and meeting deadlines; excellent customer service skills; knowledge of SHARE, Microsoft Office, New Mexico and Federal Procurement Code as well as the State Statutes governing the respective programs.

### Minimum Qualification

A Bachelor's Degree in any field of study from an accredited college or university and eight (8) years of professional level experience with a light strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment. Substitutions Apply. See Substitution Table below. A hiring

agency will designate a portion of the required experience to include management, supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

### Substitution Table

These combinations of education and experience qualify you for the position:

	Education		Experience
1	High School Diploma or Equivalent	AND	12 years of experience
2	Associate's degree	AND	10 years of experience
3	Bachelor's degree	AND	8 years of experience
4	Master's degree	AND	6 years of experience
5	PhD degree	AND	4 years of experience

- Education and years of experience must be related to the purpose of the position.
- If Minimum Qualification requires a specific number of "semester hours" in a field (e.g. 6 semester hours in Accounting), applicants MUST have those semester hours in order to meet the minimum qualifications. No substitutions apply for semester hours.

### Employment Requirements

Must possess and maintain a valid New Mexico Driver's License.

### Working Conditions

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage.

### Supplemental Information

Benefits:

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Donnie L. Quintana, (505) 469-5788. [Email](#)

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

### Bargaining Unit Position

This position is not covered by a collective bargaining agreement.