



JOB DESCRIPTION

Construction Grant Administrator

Position summary

The Ingham County Land Bank seeks a well-organized, knowledgeable, experienced, self-directed, responsible, and detail-conscious candidate to serve as its Construction Grant Administrator. This position is responsible for assisting construction supervisors and managing grant funds. The position is full-time and located in Lansing, Michigan.

Compensation and Benefits

Compensation for this full-time position will be \$20.02 – \$24.04 per hour, not to exceed forty (40) hours per week. The Land Bank will pay the employer's share of Social Security and Medicare taxes. Sick and vacation time, holidays, 457 plan, health, vision, and dental insurance available.

Primary duties

Under the direction of the Land Bank Executive Director, the Construction Grant Administrator's primary responsibility is to support the construction process of specifications, bid documentation, contractor tracking and communication, contracts, reports, invoicing, and deadlines. This person will also administer grant funds through federal, state, and local sources, which will include invoicing, tracking, reporting, and adhering to guidelines. Duties include, but are not limited, to the following:

Construction Administration:

Assist Construction Supervisors with construction related tasks

- a. Help develop budgets and procure contractors to complete the work
- b. Communicate bid specifications/opening and requirements to all parties and community
- c. Prepare correspondence, answer inquiries and neighborhood outreach
- d. Facilitate the processing of authorized contracts and agreements to support projects
- e. Manage contractor files and documents for services rendered, including insurance, debarment, Section 3, and Prevailing Wage
- f. Review required backup documentation and process approved invoices
- g. Track and log construction related activities in hard copy and shared internal-drive to ensure proper reporting and retrieval
- h. Assist in standard property sales documents and transaction forms
- i. Complete periodic site visits to understand progress being made
- j. Facilitate environmental reviews and SHPO compliance, as needed
- k. Update property management database ePropertyPlus
- l. Assist in document research and retrieval for annual audits
- m. Assist with special projects
- n. Miscellaneous duties as assigned



Grant Administration:

Administer grant funds through federal, state, and local sources

- a. Assist with writing and development of grant applications and proposals that support housing renovation, new construction, blight elimination, and gardening programs
- b. Help demonstrate need for grant funded initiatives to support the Land Bank and community
- c. Manage funded awards in accordance with federal, state, and local guidelines
- d. Work with all parties to ensure proper documentation and requirements for Housing Trust Fund
- e. Facilitate the processing of authorized contracts and agreements to support the funds
- f. Prepare and submit financial and backup documentation for invoicing, reimbursements, and reporting
- g. Track and log related activities in hard copy and shared internal-drive to ensure proper reporting and retrieval
- h. Communicate with necessary agencies to complete work and services
- i. Explore and develop positive working relationships with funding sources
- j. Learn and maintain current knowledge/expertise in grant guidance and requirements
- k. Maintain necessary organization registrations to support compliance and eligible grants
- l. Assist in document research and retrieval for annual audits
- m. Assistance with special projects
- n. Other duties as assigned

Minimum Applicant Requirements:

High School Diploma and 4-6 years of relevant experience. Knowledge of and experience in an office setting or administrative capacity, property management, marketing, construction, and grant management. Proficient in Microsoft Office Suite, familiarity with a variety of internet-based platforms. Highly organized and have the ability to manage multiple tasks and meet deadlines. Excellent teamwork, flexible, interpersonal skills, with good writing and communication ability.

Position Grade: *LB-4*



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