



CDBG Program Administrator

Job Description

Department: Community Development
Position: Career Service
Grade: 726
Supervisory: No
Reports to: Senior Planner

Summary

Under general guidance and supervision of the Senior Planner, performs professional administrative duties coordinating the planning, implementation, and compliance oversight of Utah County's Community Development Block Grant (CDBG) entitlement program. Serves as the County's primary Subject Matter Expert (SME) on federal community development regulations, exercising a high degree of independent judgment to ensure all funded activities align strictly with U.S. Department of Housing and Urban Development (HUD) guidelines, federal laws, and County objectives.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Administer Utah County's CDBG program and update program policies and procedures to ensure alignment with [Title I of the Housing and Community Development Act, 24 CFR Part 570, 2 CFR Part 200](#), and related HUD guidance.
2. Prepare and submit all HUD-mandated planning and reporting documents, including the Five-Year Consolidated Plan, Annual Action Plan (AAP), Consolidated Annual Performance and Evaluation Report (CAPER), and Analysis of Impediments to Fair Housing Choice (AI); utilize federal reporting systems such as the Integrated Disbursement and Information System (IDIS) and HUD Environmental Review Online System (HEROS).
3. Coordinate public participation processes, including legal notices, public hearings, and citizen engagement activities in strict adherence to HUD citizen participation requirements.
4. Evaluate internal and external project proposals for infrastructure, public service, public facilities, and other community development projects for eligibility in compliance with Federal CDBG guidelines.
5. Manage the CDBG lifecycle within IDIS, including activity setup, funding allocation, drawdown requests, performance reporting, and grant closeout.
6. Monitor grant expenditures, program income, timeliness standards, statutory caps, and overall program performance to ensure fiscal health and regulatory compliance.

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DOT: No
ML: Individual Contributor

7. Prepare staff reports, funding recommendations, grant agreements, amendments, and budget actions for review and approval by the Utah County Commission; coordinate with county finance staff to ensure accurate accounting, reporting, and audit readiness.
8. Coordinate and prepare Environmental Review Records (ERRs) in compliance with [24 CFR Part 58](#), including the preparation of review records, publication of required environmental notices, and submission of Requests for Release of Funds (RROF) to HUD.
9. Ensure compliance with applicable federal cross-cutting regulations, including, [Section 3](#) economic opportunities, the Uniform Relocation Act (URA), the Build America, Buy America (BABA) Act, Fair Housing Standards, and conflict-of-interest provisions.
10. Administer Davis-Bacon and Related Acts (DBRA) labor standards compliance by reviewing certified payrolls, conducting on-site employee interviews, resolving compliance findings, and submitting semi-annual labor reports to HUD.
11. Project expenditures against budgeted line items and review supporting documentation to ensure all payments comply with Federal, State, and County regulations.
12. Monitor & provide technical assistance to subrecipients and CDBG-funded projects through desk reviews, on-site monitoring, and file reviews.
13. Maintain comprehensive program files, financial records, legal agreements, and audit trails in accordance with federal record retention policies.
14. Serve as the County's primary liaison to HUD, subrecipients, partner agencies, elected officials, and the public on CDBG-related matters; represent the department at Utah County Commission meetings and other public forums as assigned.
15. Maintain professional knowledge of evolving HUD regulations, policy guidance, and best practices related to federal grant administration by attending relevant trainings, conferences, and professional meetings as required.
16. Assist in the preparation and monitoring of Utah County's Moderate Income Housing Plan and other applicable State housing initiatives.
17. Perform other related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of federal regulations governing the Community Development Block Grant (CDBG) program, including Title I of the Housing and Community Development Act, 24 CFR, Part 570 and CFR Part 200 (Uniform Guidance)
- Knowledge of cross-cutting regulations, including the National Environmental Policy Act (NEPA/24 CFR Part 58), Davis-Bacon Act (labor standards), Uniform Relocation Act (URA), and Fair Housing standards
- Working knowledge of federal and state funding programs and community development principles
- Knowledge of governmental accounting practices, grant monitoring, and audit requirements

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- Knowledge of general office skills and administrative processes
- Skilled in utilizing automated grant reporting systems such as IDIS, HEROS, or similar federal databases and Microsoft Office Suite
- Skilled in written and verbal communication skills
- Skilled in organizational, analytical, problem solving, and attention to detail
- Skilled in creative thinking listening and problem-solving skills
- Ability to engage and respond to the public effectively and appropriately
- Ability to interpret and apply complex federal regulations and guidance
- Ability to establish and maintain effective and cooperative working relationships with elected officials, staff, subrecipients, and the public
- Ability to work effectively in a fast-paced environment

Supervisory Responsibility

This position has no direct supervisory responsibility but serves as a coach and mentor for other positions in the department.

Work Environment

This job operates primarily in a professional office environment or other environmentally controlled room. This role routinely uses standard office equipment such as laptops, computers, phones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and listen. Specific vision abilities by this job include close and far vision, the ability to discern shades of color, and ability to adjust focus. The employee is required to type, file, and lift supplies up to twenty (20) pounds. The employee frequently drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

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Required Education and Experience

1. Bachelor's degree from an accredited college or university in Public Administration, Urban Planning, Community Development, Business Administration, or a closely related field.
2. Four (4) years of progressively responsible professional experience in community development, housing, or federal grant administration, including direct experience with HUD-funded programs.
3. Demonstrated proficiency with CDBG entitlement programs, IDIS, environmental reviews, and HUD compliance monitoring.
4. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with Master's degree in Public Administration, Urban Planning, Community Development, Business Administration, Public Policy, or a closely related field.
2. Preference may be given to applicants who are bilingual in English and Spanish.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

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Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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