

Code: 1713

Title: COMMUNITY DEVELOPMENT AND HOUSING MANAGER

SUMMARY: Plans, organizes and supervises the county's affordable housing programs, community development and public service projects.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Establishes community development and housing goals and policies and allocates resources to meet those goals;
Supervises and coordinates the preparation of all community development and housing program applications and reporting information for submission to federal and state agencies, and governing bodies;
Supervises and coordinates all community development planning, affordable housing development and housing rehabilitation activities;
Interviews and recommends engineers and architects, participates in the bid process, hires contractors and inspects work for public works and community facility projects;
Reviews community requests for federal funding of programs and makes appropriate recommendations;
Analyzes federal, state and local legislation and determines availability of funds to support housing, community and economic development activities;
Makes recommendations to the Board of Supervisors regarding community development and housing programs;
Monitors and provides technical assistance for the community development programs of incorporated municipalities;
Selects, trains, assigns, supervises, reviews and evaluates assigned personnel;
Coordinates activities with federal, state and local agencies, citizens' groups, non-profit groups and county departments;
Writes and monitors the budgets for block grant projects and administration;
Negotiates, monitors and administers contracts and intergovernmental agreements;
Conducts meetings to give information on community development programs and their regulations and to receive input from citizens;
Investigates and resolves administration and operational problems to maintain conformance with federal regulations and policies;
Prepares contracts, monitors contractor compliance with federal, state and local regulations and takes corrective action on compliance deficiencies;
Participates in the development of legal documents with other county departments and staff;
Represents county at national level regarding community development and assisted housing programs;
Conducts annual review of program quality and accomplishments and prepares and submits Federal grantee performance report;
Initiates corrective actions and resource reallocation as required;
Develops or supervises the development of departmental and county goals and policy recommendations regarding housing and community development;
Prepares annual budget and goals and objectives for community development and housing division;
Allocates budget resources to meet goals;
Manages overall community development and housing budget to federal specifications.

KNOWLEDGE & SKILLS:

Knowledge of:

- planning, organizing, coordinating and evaluating the activities of staff;
- principles and practices of supervision and administration of employees in a multi-program environment;
- budgeting and fiscal accountability process;
- quality management and program improvement;
- process of program management and development;
- procedures and processes of community development block grants;

- federal, state and local legislation pertaining to community development and housing including funding sources, processes and legal requirements;
- principles, practices and techniques of community development planning;
- principles and practices of grant law and administration;
- related community development programs;
- state and county contracting laws and procedures;
- federal and state legislative process for obtaining additional funds and programs to support community development;
- mechanism for financing housing assistance and rehabilitation programs;
- engaging citizen participation.

Skill in:

- reviewing, analyzing and editing budget documents;
- developing and maintaining effective working relationships with governmental agencies and other departments, associated personnel, community organizations and the general public;
- formulating effective plans for urban development, renewal and conservation;
- preparing and presenting program information and technical reports;
- communicating effectively, both orally and in writing;
- supervising assigned subordinate personnel engaged in planning and production activities.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in public or business administration, urban planning, urban affairs, economics or a closely related field and four years of experience in planning, administering and/or supervising community development programs, including two years of supervisory experience.

(Additional relevant experience may substitute for a portion of the aforementioned education)

(Additional relevant education from an accredited college or university may substitute for a portion of the aforementioned experience)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.