

MAJOR FUNCTION

This is a highly responsible and professional work managing the City's comprehensive affordable housing program and driving community resilience results with multiple internal and external stakeholders. The position manages the Housing division's work which includes planning, preparation and development of federal and state grant applications, administering of housing loans for both new construction and rehabilitation, financial tracking and monitoring, and the development of special projects for affordable housing. Work is performed with considerable independent judgement, under the direction and supervision of the Executive Director for Housing and Community Resilience. Work is reviewed through conferences, observation, reports, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages, trains, and supervises the work of the Housing Division to achieve strategic priorities and outcomes. Develops strategies, reports, and special initiatives for affordable housing programs in the City, including the Consolidated Plan and Annual Action Plan for HUD, as well as the Local Housing Action Plan for SHIP. Supervises, coordinates and organizes work assignments and production schedules of subordinate staff and ensures that work is completed in a timely and efficient manner, consistent with departmental procedures and applicable regulations. Works with agencies and private developers to bring forward economically feasible and well-planned affordable housing projects for implementation. Oversees the implementation of City, state, and federal funds designated for housing programs and the development of strategies for the housing elements of the Local Government Comprehensive Planning Act and the City's Strategic Plan. Facilitates the capacity building of non-profit agencies to serve as community development organizations for affordable housing.. Recommends the selection, transfer, advancement, grievance resolution, discipline and discharge of employees. Conducts performance evaluations and approvals or disapproves merit increases. Assists non-profit agencies in becoming self-sufficient providers of affordable housing through technical assistance and mentoring. This position requires considerable public contact with citizen groups, boards and commissions, as well as County, State, Federal and City departments and officials. Performs related work as required.

Other Important Duties

Prepares the annual division budget. Prepares correspondence, memos, reports, studies, agenda items and statistical summaries. May serve in the absence of the Director of Housing and Community Resilience. Attends City Commission meetings and other meetings as required. Performs essential personnel duties during emergency response. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of modern techniques, real estate practices and procedures, principle and financing practices for housing and community development. Thorough knowledge of federal and state statutory requirements and implementing unique programs while maintaining compliance. Thorough knowledge of modern principles of organization and management practices. Considerable knowledge of accepted practices of urban planning, community development, budget preparation and the preparation of reports, studies and grant applications. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to analyze problems and exercise sound professional judgment with affordable housing

issues. Ability to supervise subordinates in a manner conducive to full performance and high morale. Ability to communicate clearly and concisely, both orally and in writing. Ability to plan, organize, administer and direct activities of broad scope and intensity for division operations. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in urban and regional planning, business or public administration, real estate, finance, English, sociology, or a related field and five years of professional urban/regional planning, community development or governmental management experience in providing service delivery to the public; or an equivalent combination of training and experience that includes at least three years of the required experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 10-16-90
Revised: 11-15-94
12-20-95
07-01-02
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