

HOUSING AND NEIGHBORHOOD REVITALIZATION MANAGER

DEFINITION

Under direction, plans, organizes, and manages the activities of an assigned division including housing rehabilitation, housing development, or neighborhood revitalization; develops and assesses operational goals, drafts policies, implements procedures, and provides oversight in the implementation of workplans; acts in the absence of an Assistant Department Director or Department Director as assigned.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Department Director or Assistant Director. Exercises supervision over assigned supervisory, professional or technical staff.

DISTINGUISHING CHARACTERISTICS

Housing and Neighborhood Revitalization Manager is a division head classification. Incumbents plan, organize and manage the City's housing rehabilitation, housing development or neighborhood revitalization functions.

Reporting to the Assistant Director, incumbents exercise independent judgment relating to the development, revision, and implementation of the various divisions' procedures. This class differs from the Assistant Director in that the Assistant Director provides direction and oversight of one or more Divisions and reports directly to the Department Director. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but are not limited to, the following:

Manages and supervises assigned staff and associated work programs of a Division including housing rehabilitation, housing development or neighborhood revitalization.

Organizes and manages the work of professional and technical staff including prioritizing and assigning work, evaluating the performance of assigned staff, and ensuring employees follow policies and procedures; makes hiring, termination and disciplinary recommendations.

Leads and participates in the formulation of rehabilitation, housing development, or neighborhood revitalization policies, plans, and programs; manages neighborhood organizational efforts, such as encouraging and nurturing strong neighborhoods.

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Provides technical advice on matters involving housing rehabilitation, housing development or neighborhood revitalization.

Participates in the preparation of, review, analysis and administration of the Division budgets including monitoring and controlling expenditures.

Participates in the development of goals and objectives for the division and for housing programs; ensures compliance with applicable Federal, State, and Local laws, regulations, codes and/or standards, including CDBG, HOME and redevelopment laws.

Plans, organizes, and manages HUD program activities including development financing, affordable housing preservation and rehabilitation, and identification of community needs in relation to affordable housing.

Manages and participates in the preparation, implementation and compliance with the CAPER, HUD Annual Plan and HUD 5 year consolidated plan with local, state and federal agencies.

Implements and monitors grant programs under the Federal Community Development Block Grant, HOME and other grant programs; assists in the development and implementation of program monitoring and evaluation of policies and procedures; prepares administrative reports for grant funded programs.

Ensures compliance with redevelopment plans, state and federal laws; prepares and monitor budgets and contracts.

Confers and coordinates activities with the Department's other Division Managers in matters which cross divisional lines.

Works closely with various city departments, government agencies, businesses, communities, civic groups and other interested parties to coordinate work activities, exchange information, and resolve problems.

Prepares, reviews, interprets and analyzes a variety of information, data and reports; makes recommendations and presentations based on findings.

Facilitates neighborhood revitalization initiatives in local communities.

Represents the City and/or division at a variety of meetings, advisory groups, committees, agencies, councils, and/or other related groups and provides professional advice relative to their respective programs.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of housing and neighborhood revitalization programs.

Principles and practices of program development and administration.

Applicable Federal, State, and local laws, codes, ordinances, policies, procedures, rules and regulations.

Principles and practices of one or more of the following disciplines: community development techniques related to the provision of housing services which focus on rehabilitation, development and housing programs, urban planning, zoning, housing, historic preservation, or neighborhood revitalization.

Management practices in public administration, including budgetary administration and fiscal operations and controls.

Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Program/project management planning principles and practices.

Customer service policies, principles and practices.

Skills to:

Use computers and applicable software applications

Ability to:

Oversee and participate in the management of comprehensive housing and neighborhood revitalization programs.

Plan, organize and direct the work of professional and technical staff including coaching, monitoring and evaluating staff.

Prepare and administer the division budget and policy statements.

Analyze a variety of administrative problems and make sound policy and procedural recommendations for their solutions.

Interpret, review, and edit technical reports, plans, specifications and blueprints.

Establish and maintain effective working relationships with staff and partnerships with community groups.

Possess a strong value for the benefits of community cohesion.

Manage multiple priorities simultaneously.

Prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Prepare and make effective oral presentations.

Interpret and apply federal, state, and local policies, laws, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Social Services, Architecture, Urban Planning, or a closely related field; and

Experience:

Four years of experience in Community Development or Public Administration with a governmental agency, supplemented by at least one year of supervisory experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

Special Requirements:

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____