

HOUSING AND COMMUNITY DEVELOPMENT DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Housing and Community Development Director performs administrative work involved in planning and directing the activities of the Housing and Community Development Division. Responsibilities include: directing an annual application process for the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships (HOME) Grant Program, and Human Services Programs, representing the City of Mesa with the US Department of Housing and Urban Development (HUD), providing training to staff and to subrecipients of federal funds; monitoring and addressing potential compliance issues; providing oversight and technical advice to the Housing & Community Development Advisory Board; advising City management and the City Council on the progress of community development and housing programs administered by the division; and submitting reports and recommendations on a variety of issues concerning housing policy and financial support of the Housing and Community Development housing programs. Administrative duties include: developing short- and long-range divisional goals and objectives; assisting in the development, preparation, and administration of the division budget; supervising, directing and evaluating the work of subordinate staff; coordinating divisional activities with other City departments to ensure effective working relationships; and speaking before public groups on the plans, programs, and goals of the Housing and Community Development Division. This class will have a highly visible position that requires ethics and an in-depth knowledge and understanding of issues confronting housing management and principles and practices of Housing and Community Development. This class performs related duties and functions as may be delegated, assigned, or required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This class reports to the Community Services Director, who evaluates performance through conferences, reports, and results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Management, City Planning, or closely related field. Extensive (5+ years) of management experience in housing development, neighborhood development, or a related field.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's Degree in one of the fields outlined above is preferred. Experience working with Department of Housing and Urban Development (HUD) is highly desirable including demonstrated knowledge and

experience with affordable housing programs; knowledge of Federal, State and municipal laws and regulations, governing housing and community development projects and programs, including HUD regulations.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, contractors, public officials, other agencies, and reporters in order to direct the activities of the division. Prepares written documents such as staff reports, correspondence, and technical reports in order to convey a point, recommendation or complex issue. Makes presentations before large and small groups. Responds to electronic and print media representatives in order to explain policy issues.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, federal regulations (example: HUD), state regulations, and internal work standards. Attends meetings, and meets with citizens relating to, or concerning neighborhood issues.

Mental: Plans, organizes, and directs the activities of the Housing and Community Development division. Directs the annual application process for CDBG/ESG/HOME grants and Human Services Programs. Supervises and evaluates the work of subordinate personnel performing clerical, technical, and professional work. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and other work-related problems by meeting with staff to set direction, and issue departmental directives and positions. Coordinates work activities, and program functions (example: departmental work programs, special City Council projects, inter-departmental projects) with other City departments, cities, and agencies (example: Federal, State, HUD). Develops departmental and unit policies and procedures, short- and long-term objectives and other plans. Conducts research and analyzes trends related to area of assignment, and housing/construction trends to effectively make recommendations to the City Council, implement City Council policies, and achieve City and departmental objectives. Reviews mathematical calculations, statistical computations and cost analysis in order to oversee projects and develop alternatives and recommendations. Assists in the development, preparation, and administration of the division budget, and budgets for submission to federal and state agencies. Comprehends and makes inferences from written to understand scope of issues, make recommendations, and take action.

Knowledge and Abilities:

Knowledge of:

governmental organization and management;
modern theories, principles and practices of public administration;
the theories, principles and practices of effective public administration including personnel management, and budget administration;
the principles and methods of budget preparation and monitoring; and
other City departments particularly as their operations relate to the Housing and Community Development Division.

Ability to:

plan, organize, and direct the variety of activities found in a progressive public agency; develop plans designed to maintain departmental efficiency and responsiveness; and work effectively with appointed and elected officials, and other municipal representatives and agencies.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 9/19

TC/AA/JS

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EEO-O/A

JOB FCTN-ADM

PAY PLAN E01-E18

PAY GRADE: E08

IND-9410

SWORN-No