



CLASSIFICATION NO. 267
Revised: 3/87, 1/93, 12/07
Revised and Retitled: 2/14, 9/19, 4/25
FLSA: Exempt
EEO: 2

COMMUNITY DEVELOPMENT PROGRAM MANAGER

CLASS CHARACTERISTICS

Under direction, to plan, organize, administer and manage the County's Housing Rehabilitation Loan and Grant Programs; to underwrite loans for rehabilitation and other housing development projects; to provide oversight on technical development issues; to oversee fiscal processes; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Health, Housing and Human Services (H3S) provides a wide range of services to individuals, families, and communities through its Divisions: Children, Families & Community Connections, Public Health, Behavioral Health, Health Centers, Social Services, and Housing & Community Development. The Housing and Community Development Division (HCDD) within H3S, manages programs to provide decent and affordable housing, revitalize distressed neighborhoods, expand and improve community services and facilities, expand and conserve the housing stock, expand employment opportunities, and eliminate conditions detrimental to community health and welfare for low- and moderate-income residents of the County. These community development and housing programs are primarily funded by the U.S. Department of Housing and Urban Development (HUD).

The Community Development Program Manager is responsible for planning, implementing, administering and managing the HCDD's Housing Rehabilitation programs. The Community Development Program Manager acts as liaison between the County and public and private agencies in facilitating the operation and implementation of program components; assists in planning, coordinating and administering a comprehensive system of legal guidelines.

The Community Development Program Manager differs from the Human Services Manager classification which plans, researches, evaluates and implements broad programs to improve areas of the County serving low- and moderate-income residents.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops, recommends, implements and evaluates new and revised policies and programs; develops and recommends goals, policies and procedures; researches, clarifies and maintains compliance with Federal, State and local statutes, rules, regulations and ordinances.

2. Assists the Human Services Manager in the administration of programs and operations; manages designated projects as requested by the HCDD Division Director, including coordination of staff, consultants and contractors.
3. Hires and supervises professional and technical staff to provide quality service to the community and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
4. Develops underwriting standards for rehabilitation and other housing development loans and grants; consults with federal Housing and Urban Development officials; ensures proper internal recordkeeping procedures and documentation.
5. Monitors and ensures program, project and contractor compliance with federal, state, and local rules and regulations; interprets and clarifies federal regulations; ensures proper internal recordkeeping procedures and documentation; oversees, prepares and disseminates compliance reports.
6. Oversees the preparation of grant proposals and annual grant applications; manages grant funds and reviews contract payments and program expenditures; develops proposals for additional funding and personnel; complies with auditing procedures; gathers and compiles data and prepares reports as required.
7. Approves or denies loan requests; supervises housing and rehabilitation loan intake, property inspection and eligibility determination; monitors delinquent accounts.
8. Oversee the inspection of substandard housing and the preparation of construction specifications and cost estimates; reviews payment vouchers and disburses loan funds.
9. Markets programs and loan products through community activities and media; communicates program goals, housing construction and home financing information to property owners, contractors, community organizations, interested community members and government officials; responds to complaints and inquiries.
10. Participates in the development of annual and supplemental budgets; oversees the monitoring of revenues and expenditures; research alternative funding sources including preparing grant proposals.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Federal Community Development Block Grant, HOME Investment Partnerships program, Federal Integrated Disbursement and Information System (DIS), Housing Rehabilitation programs, and other applicable federal rules and regulations; principles and practices of grant and budget preparation and administration; financing methods and loan processing and closing procedures; real estate principles and practices; residential loan underwriting standards and procedures; principles and practices of public administration and supervision; participative management theories; principles and practices of contract, grant and budget preparation and administration; housing needs of low and moderate income people; project/building construction management principles and practices; construction methods and materials; engineering and architectural design applicable to capital improvement projects;

housing code standards and code enforcement; statistical methods and research techniques; marketing techniques.

Skill to: Communicate effectively, both orally and in writing; plan, organize and develop and implement program objectives, policies and procedures; plan, supervise and evaluate the work of assigned staff; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with property owners, lenders, contractors, local government officials, community groups, County personnel, other agencies and the public; collect and analyze demographic data; prepare and maintain statistical, narrative and assessment reports and records; interpret and apply pertinent federal regulations; analyze financial and property information and make final loan determinations; prepare grant applications and meet grant reporting requirements; maintain accurate accounting, bookkeeping and other records.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license and possess and maintain an acceptable driving record throughout the course of employment.