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| **Position Description for Manager of Housing and Community Development** | | |
| **Grade:**  M | **Classification:**  Exempt | **Total Pages:**  4 |
| **Revision Update(s):**  7/10/2018 (Format Only) | | |

**POSITION PURPOSE:**

Under the general supervision of the Director of City Development, the Manager is responsible for the direction and supervision of multiple housing and community development programs within the Department of City Development. The position is responsible for ensuring that the programs achieve their objectives while complying with funding regulations and requirements from the U.S. Department of Housing and Urban Development (HUD) and Wisconsin Housing and Economic Development Authority (WHEDA).

**ESSENTIAL DUTIES:**

Administers the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) Programs.

Advises on WHEDA program implementation and the provision of housing with in the City of Racine.

Responsible for managing the day-to-day operation of the City Housing Division including:

Supervise employees within the department

Ensure programs follow HUD requirements and expectations

Supervise annual solicitation of proposals and award of funding

Supervise preparation of Annual Plan

Supervise preparation of Consolidated Annual Performance and Evaluation Report (CAPER)

Supervise maintenance and updating of Consolidated Plan

Ensure maintenance of records per HUD expectations

Supervise multifamily and single-family housing underwriting and subsidy layering review

Supervise monitoring of sub recipient grantees including nonprofit organizations, multifamily housing projects, homelessness service organizations, and small business development organizations

Supervise Fair Housing program and preparation of Assessment of Fair Housing (AFH)

Ensure compliance with additional federal laws such as fair labor standards (Davis Bacon), fair housing, environmental review, Section 3, etc.

With Finance Department, maintain accounts and financial records

Administer program financial and administrative records on HUD’s Integrated Disbursement and Information System (IDIS)

Submit required plans, reports and documentation to HUD by deadlines and/or expected schedule

Serve as liaison with partner public agencies and non-profit organizations

Administer housing repair revolving loan program and infill housing development

Monitor division administrative budget

Provides staffing and reports to the City’s Community Development Committee, Loan Board, and the Human Resources and Affirmative Action Committee

Works with other City Departments to implement best practices in housing and community development

Maintain a consistent and reliable attendance record

**ASSOCIATED DUTIES:**

Assists in the preparation and implementation of applications for federal and state funding related to the community development program.

Assists the Director of City Development in representing the Department and making presentations at meetings of the Common Council, committees, neighborhood groups, and agencies.

Assists the Director in the preparation of the overall operating and capital budget for the Department of City Development

Assist Director with housing and community development-related urban planning

Performs related work as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Minimum of an undergraduate degree in Urban Planning, Economics, Public Administration or related field; Master’s Degree preferred.

Minimum of seven (7) years increasingly responsible experience in a housing or community development program, of which a minimum of two (2) years must involve supervisory responsibilities.

Thorough understanding of U.S. Housing and Urban Development (HUD) regulations and the ability to interpret and apply administrative guidelines and requirements.

Thorough knowledge of community development and affordable housing legislation, principles, and practices.

Understanding of housing development, land use, and affordable housing financing

Ability to initiate, develop, manage, and present proposals relating to planning programs, neighborhood studies, and housing issues.

Ability to compile and illustrate (through presentations and papers) large amounts of data related to housing and community development for use by appointed and elected officials

Excellent oral and written communication skills, including the ability to deal tactfully and effectively with direct reports, colleagues, federal and state officials, local government, business, industry, and civic organizations.

Ability to work independently with a minimum of supervision or as a member of a team.

Strong program and project management skills; strong staff supervision and m management skills

An ability to perform basic computer operations including, but not limited to word processing, spreadsheets, and databases; facility with the Microsoft Office suite of products. Knowledge of ArcGIS mapping a plus.

Possess a valid Wisconsin driver’s license.

**SPECIAL REQUIREMENTS:**

None.

**PHYSICAL DEMANDS OF THE POSITION:**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

**ENVIRONMENTAL/WORKING CONDITIONS OF THE POSITION:**

Work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**EQUIPMENT USED:**

Computer terminal and keyboard, photocopier/image scanner, digital camera, audiovisual equipment, and telephone.

I have read, and understand, the duties that are outlined in this document and hereby agree to the tasks and expectations as provided.

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Employee Signature Date