

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB442 Housing & Redevelopment Manager
POSITION #/TITLE: 0144 Housing & Redevelopment Manager	Adopted: 07-08
	Revised: 05-14

POSITION DESCRIPTION

Dept: Community Development	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 13
Reports To Position #/Job Code #/JC Title: 1170/NB064/Community Development Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Manages, coordinates, and evaluates programs federally and state-funded housing and non-housing programs, policies, grant fund procurement, financial, and program reporting activities to lower income households and supervises staff to carry out these and other related programs.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Independent initiative is required to respond to multiple ongoing projects. Work assignments are significantly complex, subject to minimal supervision. Discretion is allowed for interaction with and presentation to committees, commissions, boards, City Council and outside interests at the State and Federal agency level. Work assignments include leading cross-functional teams that include internal and external stakeholders engaged in projects that support the City goals and vision. Complex problem-solving is an expectation for this position.

Examples of Essential Work (Illustrative Only)

Manages division work and projects of Federal programs administered through the Community Planning & Development division of Housing and Urban Development (HUD), including housing rehabilitation, lead hazard control, and homeownership, public services, and public facility improvements;
Plans, organizes and manages federal community development programs, including Federal HOME Investment Partnership and Community Development Block Grant (CDBG) Programs, and other assisted housing and non-housing initiatives and programs;
Supervises staff, assigns works tasks, and evaluates performance. Provides and/or arranges training to maintain or improve skills;
Develops, coordinates, and participates in strategic planning, program development, and program implementation in support of the City's ongoing need for high quality workforce housing;
Administers multiple Federal and State grant programs for the City's long-term disaster recovery housing and community development needs; provides contract oversight for third party administrative services providers as well as internal program staff;

Engages with a broad base of community stakeholders to ensure continuous dialogue regarding long term recovery needs, roles and responsibilities, and ongoing process improvement;

Develops, coordinates, and participates in the strategic planning, policy development, data collections and reporting activities of programs for the City's Consolidated Plan;

Approves qualification of prospective assistance applicants with other staff members providing determination, verification and documentation of eligibility;

Plans, develops, and evaluates the operational processes, procedures and functions of the programs and procedures of the programs and activities;

Plans, organizes, coordinates and directs programs, projects and activities for the staff. Ensures schedule deadlines and compliance with programmatic rules, regulations, laws, etc.;

Works in conjunction with respective federal, state and other local agencies; including non-profit organizations (such as assisted housing providers and/or neighborhood associations);

Manages investigations on all fraud and complaints using various resources and determines action needed to remediate;

Administers grievance procedures and policies;

Manages and participates in record keeping and the preparation of necessary reports for federal reporting including demographic, statistical, and financial reporting requirements;

Serves as the chief spokesperson for the subject programs;

Develops and delivers reports and presentations to the City Council and public groups concerning policies, projects and regulatory compliance issues;

Provides coordination and oversight of activities implemented by for-profit/non-profit entities and other City departments receiving funding assistance, including the provision of structured guidance with annual orientation and continuous technical assistance;

Provides administrative staff support to assigned informal committees and/or formalized commissions/boards to facilitate citizens participation;

Manages and participates on-site monitoring inspections/reviews for program compliance;

Administers specifications, negotiates contracts, and monitors the program activities;

Develops and prepares all reports as required, including federal and city budgets;

Conducts timely performance reviews and monitors performance and staffing needs;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of Community Development Block Grant (CDBG) Program and HOME Investment Partnership Program;

Comprehensive knowledge of Federal, State and local laws governing fair housing, civil rights and tenant-landlord relationships, as well as cross-cutting federal regulations including Section 106 of the Historic Preservation Act, the National Environmental Policy Act, Davis Bacon and Related Acts, and the Uniform Relocation Act;

Comprehensive knowledge of current practices and procedures involved in grant application and administration;

Comprehensive knowledge of the Federal Housing Quality Standards and local housing code;

Thorough knowledge of public and private funding sources;

Through knowledge of local homeless and low/moderate income issues;

Through knowledge of financial practices and procedures associated with grant management;

Comprehensive knowledge of the local building Code for single-family resident dwellings;

Ability to communicate effectively and establish and maintain effective working relationships with other City employees, supervisory personnel, program participants, building contractors, subcontractors, applicants for assistance and the public;

Ability to research, evaluate, and synthesize data, plan strategically, and manage complex projects to meet deadlines and program objectives;

Ability to identify and communicate solutions to complex problems in a rapidly changing environment;

Ability to provide clear direction, establish performance goals, and provide feedback;

Ability to interpret, apply and verify Federal, State and local housing assistance eligibility requirements;

Ability to inspect and evaluate properties for program eligibility, property damage and compliance with housing assistance program standards;

Ability to prepare accurate and reliable reports containing income and household eligibility data, program violations, building standards, code violations and corrective actions, findings, conclusions and recommendations;

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in accounting, finance, urban planning, construction management, public administration or a closely related field; and Considerable experience in the Community Development Block Grant Program and HOME Investment Partnership Program, including supervisory responsibilities; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to inspect residential properties for housing quality and municipal code compliance;

Sufficient manual dexterity, which permits the employee to operate computer equipment and tools used in housing evaluations;

Sufficient personal mobility, which permits the employee to ensure housing quality standards and municipal code in a variety of residential dwellings.