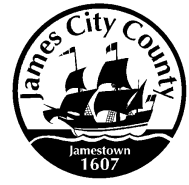


TITLE: Housing and Community Development Director/**Position No.:** 328



DEPARTMENT/DIVISION: Community Services/Housing and Community Development

SUPERVISED BY: Community Services Manager

NATURE OF WORK:

- Performs advanced official and administrative work leading the County's efforts to obtain and manage grants and other resources to upgrade housing, public facilities, infrastructure, land development and environmental quality in low- and-moderate income neighborhoods. Oversees the assistance to low- and moderate-income citizens in obtaining and maintaining decent, safe, and sanitary affordable housing.

PRIMARY DUTIES:

- Serves as the primary staff for communication to County Administration, the Board of Supervisors, neighborhood advisory committees, and funding sources, concerning community development and housing project proposals.
- Establishes constructive and cooperative working relationships with other County departments, community organizations, the private sector, Federal, State, and local agencies and maintains them over time to assist low- and moderate-income County residents with a wide range of housing assistance.
- Monitors State and Federal actions regarding availability of funds for community development and housing projects and participates on committees which formulate policy recommendations.
- Establishes long-range objectives and specifies the resources, strategies, and actions required to achieve them to include supervision of the Office of Housing and Community Development staff and its implementation of multiple housing assistance programs.

JOB PREPARATION NEEDED:

- Considerable knowledge of community development and housing assistance practices, theories, methods, and procedures.
- Effective spoken and written communication skills including a proficiency in preparing and delivering presentations and demonstrated skill in developing strong and effective working relationships, and work effectively with government officials, developers, nonprofit and community organizations, County staff, and citizens.
- Equivalent combination of the following providing the necessary knowledge, skills and abilities: Bachelor's Degree in urban planning, public administration, or related field, and extensive professional and leadership experience in community development/and or housing assistance programs; preferably in local, State, or regional government. Master's Degree in related area preferred.

POST OFFER REQUIREMENTS:

- Credential check
- Driving record check

INTRODUCTORY PERIOD:

- The required introductory period is six months.

POST HIRE REQUIREMENTS:

- Periodic driving record check.

JOB LOCATION AND CONDITIONS:

- Work performed primarily in an office setting.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to a supervisor.
- May be required to report to work during emergency conditions.

GENERAL APTITUDES AND PHYSICAL REQUIREMENTS:

The American with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. MENTAL ABILITIES:

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

II. VERBAL ABILITIES:

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees; speak publicly to large groups.
- Hearing/Listening: Must have ability to understand and process communications from County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

III. NUMERICAL:

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

IV. SPATIAL ABILITIES:

- Essential function.

V. MANUAL DEXTERITY:

- Must have ability to use telephone, use calculator, use copy machines, use fax machine, and manipulate computer keyboard and mouse.

VI. FINGER DEXTERITY:

- Not essential function.

VII. PHYSICAL DEMANDS:

- Strength: Not essential function.
- Climbing: Must have ability to climb one flight of stairs, three to four steps.
- Standing, sitting, walking, and running: Must have ability to: occasionally (1-3 hours/day) stand, frequently (1-3 hours/day) walk, and continuously (7-9 hours/day) sit. Must be able to walk over flat and rough terrain. *Running is not considered essential to the job function.
- Stooping, kneeling, crouching, and/or crawling: Somewhat essential function.
- Reaching, handling, fingering, and/or feeling: Somewhat essential function.
- Seeing: Must have ability to focus, and peripheral vision.

VIII. DRIVING:

- Must have ability to drive automatic transmission car.