

HOUSING/NEIGHBORHOOD DEVELOPMENT DIRECTOR - 044

DEFINITION OF WORK

Under general supervision, performs complex professional and administrative work in coordinating the use of private and public resources in the development of affordable housing for the various income groups in the community; does related work as required.

EXAMPLES OF WORK

Assembles and analyzes information on the housing needs of the community; develops immediate and long-term housing goals and plans, utilizing public and private resources; develops specific plans and strategies to meet approved housing goals; develops housing creation proposals for submittal to various federal and state housing agencies; coordinates the efforts of government and interested private and non-profit institutions relating to public and private housing development; assists private developers in identifying land and other resources for the development of housing; assists in the design, development and implementation of action-oriented housing development plans; develops and maintains relations with private lending institutions to provide loans and special financing for housing; acts as liaison between the City and non-profit groups, governmental agencies, neighborhood groups and special task forces on housing concerns and policies; develops plans and strategies for the redevelopment of neighborhoods; develops and maintains productive relationships with state and federal housing programs and funding sources; supervises and participates in the preparation of the Community Development block grant application, including the coordination of public meetings for citizen input, coordination of City and public agency input, and presentation of recommendations to the Board of Aldermen; supervises and evaluates the work of others; designs and develops housing information system and monitors housing conditions city-wide; prepares special and periodic reports on the state of housing in the community; prepares a variety of reports for submission to the U. S. Department of Housing and Urban Development.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in public or business administration, urban planning, economics or related field, supplemented by graduate course work and extensive professional experience in housing management and development.

Knowledge, Skills and Abilities: Comprehensive knowledge of the principles and practices of public and business administration; comprehensive knowledge of the principles, practices and philosophies of community development-type programs; general knowledge of building and zoning codes; ability to establish and maintain effective working relationships with private and public sector officials; ability to plan, supervise and coordinate the work of others; ability to prepare clear and comprehensive financial administrative and production reports; ability to communicate ideas clearly and concisely, both orally and in writing.

