

## DIRECTOR OF HOUSING AND COMMUNITY DEVELOPMENT

**SUMMARY:** Under general direction with the Mayor, Commission, and the City Administrator manages the Department of Housing and Community Development including formulating and coordinating the City's housing and community development programs; formulation of policies, procedures, and strategies designed to attract and promote affordable/attainable housing and desirable community development in the City of West Palm Beach. Performs other duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(Which are **not** in any hierarchical order)*

1. Budget, plans, develops, and manages the operations of the Department.
2. Trains and develops staff to meet current and future needs of the department, comply with regulations, policies and procedures and build effective work methods to meet performance objectives.
3. Establishes quantifiable long and short term objectives for the Community Development Block Grant Program which seeks to meet identified needs.
4. Creates strategies that result in increased affordable/attainable housing for residents of the City.
5. Administers special programs and grants which include, but are not limited to: the Community Development Block Grant Program (CDBG), the HOME Partnership Initiatives, the Housing Opportunities for Persons With Aids (HOPWA), the Emergency Shelter Grant (ESG) Programs, the State Housing Initiative Partnership (SHIP), and the Housing Trust Fund, in accordance with appropriate rules, regulations, and guidelines.
6. Coordinates the development of new programs to meet statutory requirements in the areas of equal housing opportunity.
7. Develops and manages departmental goals, policies, procedures and programs.
8. Researches complex housing and community development problems and prepares related comprehensive reports as required.
9. Participates in radio, TV and other media interviews to promote Community Development and related programs and to educate the public.
10. Prepares and reviews reports and agenda items for the City Administrator and/or committees on housing and community development activities for presentation to the City Commission.
11. Develops Requests for Proposals according to the appropriate rules, regulations and guidelines pertaining to each individual program or grant.
12. Monitors programmatic activities and ensures through various audit procedures that funds are expended in accordance with laws and regulations.
13. Ensures the administration of assistance programs for the preservation and renovation of existing housing; plans, develops and implements new housing programs, and coordinates a community-wide housing plan.
14. Participates in and coordinates activities with other Departments related to housing and community development to ensure compliance with comprehensive plan policies, and City planning programs and processes.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of economic, social and technological needs in the different community areas and resources available to meet them.
- Thorough knowledge of Federal and State housing and urban development guidelines.
- Proven skills in personnel and financial management, policy development, and verbal and oral communications; ability to speak effectively in public and to express ideas clearly in writing.
- Demonstrated ability working effectively with public officials, City employees, business owners and leaders, the development community, and community groups.
- Thorough knowledge of the latest development in new housing programs and available funding.
- Proven ability to analyze situations accurately and to plan and adopt an effective course of action.

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- Ability to interact effectively with diverse community groups, elected officials, senior city staff, employees and the public.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves detailed concentration for long periods of time in a modified office environment. There may be occasional need for light lifting (up to 10 pounds). This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university with a major in Political Science, Economics, Public Administration, Urban Planning or closely related field and seven (7) years of progressively responsible state or local government experience in housing, community development, and/or neighborhood revitalization or any equivalent combination of training and experience. Three (3) years of supervisory or managerial experience, required.

A valid Florida driver's license is required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.