

BUSINESS ASSISTANCE & HOUSING DEVELOPMENT DIRECTOR

DEFINITION

To plan, coordinate, direct and evaluate the services, programs and activities of the Community Development and Housing Department; to administer, monitor and implement programs, projects and activities funded with federal, state and local dollars; to design new programs and seek necessary funding for programs beneficial to the citizens of Oroville; to coordinate department programs with those of other departments and agencies; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Administrator and City Council.

Exercises direct supervision over professional, technical and clerical personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Plans, organizes, directs and supervises the services, programs and activities of the Community Development and Housing Division.

Within City policy, recommends appropriate service and staffing levels; allocates resources accordingly.

Develops, implements and evaluates goals and objectives, policies and procedures, program guidelines, and short- and long-range plans for the division.

Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; directs the implementation of changes.

Prepares and administers the division's annual budget and individual program budgets; establishes and maintains accurate and complete financial records.

Selects, assigns, supervises and evaluates the performance of division personnel; provides or coordinates staff training; ensures staff compliance with all applicable policies, procedures, laws, regulations and standards; implements discipline and termination procedures.

Coordinates division activities with other divisions, divisions and agencies as appropriate.

Provides advice and assistance to the City Administrator and City Council in matters pertaining to community development and housing.

Assesses community needs and problems; designs, develops and seeks funding for various programs and activities beneficial to the citizens of Oroville.

CITY OF OROVILLE

Conducts public hearings and meetings as required by federal, state and local regulations.

Prepares and/or directs staff in the preparation of legal documents necessary for implementation and completion of projects and programs.

Develops criteria for and directs the preparation of requests for proposals for professional services as necessary to implement work plans and activities; reviews proposals and makes recommendations for approval; administers and/or directs staff in administering professional services contracts to ensure that all contract requirements, schedules, services, payments and reports are processed and completed in compliance with contract terms and conditions.

Administers or directs staff in the enforcement of labor standards, practices and procedures for projects and programs.

Prepares or directs staff in the preparation of various reports and supporting documents; researches pertinent issues and gathers relevant data; presents certain reports to City Council and RDA Commission meetings as required.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding division programs, policies and issues; interprets and explains pertinent Federal, State and local rules, regulations and standards to staff and the public.

Keeps abreast of new trends, legislation and developments in community and economic development and housing.

Represents the division in various City, regional, civic and community meetings as required.

Performs general administrative work as required, including but not limited to attending and conducting meetings, reviewing and preparing correspondence, entering computer data and preparing reports, copying and filing documents, sending and receiving faxes, etc.

MINIMUM QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local laws, codes, ordinances and regulations.

Social, economic and financial principles and practices associated with public housing programs.

Community Development Block Grant, Home Investment Partnerships Grant, and Redevelopment Agency Housing Set-Aside programs and related activities such as Housing Rehabilitation, Home Ownership, Small Business Loans, Community Facility, and Public Service programs and projects.

Community Development Block Grant, Home Investment Partnership Grant, and contract administration.

Construction management practices and procedures.

Statistical and research methods as applied to the collection and tabulation of data and information affecting development / housing operations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles of supervision, training and performance evaluation.

Budget preparation and administration practices.

Modern office practices and technology, including the use of computers for word and data processing.

Methods of letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

Ability to:

Interpret, analyze, apply and enforce pertinent federal, state and local laws, rules and regulations.

Effectively administer Redevelopment Agency Housing Set-Aside and various grant programs, projects and activities.

Develop, implement and interpret goals and procedures for providing effective and efficient community development and housing services.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and procedures.

Read, interpret, evaluate and prepare administrative, financial, statistical and technical reports pertaining to Redevelopment Agency Set-Aside and grant programs and projects activities.

Perform accurate field inspections and ensure that completed projects comply with established plans, specifications, contracts and regulations.

Select, supervise, train and evaluate staff.

Prepare and administer budgets.

Perform mathematical computations with accuracy.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience:

Five years of increasingly responsible housing, community or economic development, grant management, and redevelopment agency housing set-aside management, or closely related experience, at least two of which must have been in an administrative or supervisory capacity.

Education:

Completion of two years of college, equivalent to an Associate's degree in business or public administration, or a closely related field.

Substitution:

A Bachelor's degree in business or public administration or a closely related field may be substituted for up to two years of the non-administrative or supervisory experience.

Additional Requirements:

Possession of a valid California driver's license.

TYPICAL WORKING CONDITIONS

Work is typically performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move objects weighing up to 25 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.