

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION OF WORK

Employee in this classification performs administrative, managerial, and regulatory work supervising the operations of the County's Community Development Department. An employee in this class plans, directs, and supervises the operations of the Community Development Department by developing and presenting the annual Departmental budget, developing Departmental goals and objectives, establishing new and modifying existing policies and procedures and ensuring compliance on every level with federal, State, and County guidelines and regulations. Work involves reviewing all financial reports, purchase orders expenditures, annual projections, grant writing, and contract development for the administered programs. Supervises staff engaged in various programmatic issues by recommending hiring and promotion, conducting employee coaching and evaluation, and disciplining employees and responding to grievances. Employee also supervises the applicant assessment and approval, certification and recertification, inspection of housing units, and execution of grants and contracts. Work involves negotiating resolution of problems with contractors, landlords, owners and tenants. Employee is also involved in marketing the program and building positive public relations in the community. Work requires extensive knowledge of federal regulations, federal budgeting, grant programs and accounting. Independent judgment and discretion are exercised in making financial and program decisions. Tact and diplomacy are required in public contacts. Work is performed under the general direction of the Deputy County Manager and is evaluated through discussions, conferences, reports, and audits for program effectiveness and efficiency.

EXAMPLES OF WORK

Employee in this classification plans, organizes, and manages the operations of the Community Development Department by providing services to County citizens by offering opportunities for decent, safe, and affordable housing, enhances the availability and effectiveness of human service programs, and expands economic development opportunities; develops Department goals and objectives; defines program activities with completion dates; formulates policies and procedures; evaluates program effectiveness and recommends enhancements and expansions; ensures program compliance with State and federal regulations; performs a variety of duties associated with supervising staff to include hiring, assigning work, training staff, establishing performance standards, evaluating work, and providing guidance and discipline as necessary; develops internal management information reporting; tracks program performance; serves as a liaison between the County and the US Department of Housing and Urban Development; coordinates monitoring visits and prepares reports of monitoring results and program performance; develops five year program plan in conjunction with staff and HUD officials; writes and administers grants; develops and recommends annual budget to the County; administers federal allocated leased unit funds; supervises fiscal accounting of funds and checks issued for housing payments; reviews and analyzes data on fair market rates in a variety of areas to ensure program competitiveness; establishes collaborative relationships with other agencies and non-profits organizations; supervises grant development, submission and administration; implements new and update HUD automated systems; presents program information to community groups, County Commission, City Council, and other municipal boards and private sector entities; performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from an accredited four-year college or university with a Bachelor's degree in urban

planning, engineering, or public administration with three years of experience involving the administration and implementation of urban planning and development, community development, or economic development; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Extensive knowledge of federal, State, and County laws, regulations, policies, procedures associated with the implementation and maintenance of community development programs; thorough knowledge of accepted interviewing and counseling techniques as applied to housing assistance; considerable knowledge of principles and practices of program monitoring and evaluation of Community Development programs; considerable knowledge of housing needs and issues of clients served; considerable knowledge of business practices, supervisory techniques, and motivational theory; considerable knowledge of the physical, economic, and social characteristics of the communities throughout the County; ability to analyze complex organizational, administrative, and service problems and to formulate effective resolutions; ability to effectively and efficiently supervise a program and staff including all related functions associated with personnel, program administration, budget monitoring, and evaluation; ability to establish and maintain effective working relationships with federal, State and local government officials, property owners and/or landlords, clients, general public, employees, and supervisors.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with office work such as ergonomic and visual acuity issues.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer terminal.