

## COMMUNITY DEVELOPMENT MANAGER

### FUNCTION OF THE JOB

Under direction, to manage federal, state and local Housing and Community Development grants and programs for Waukesha County and cooperative ventures with jurisdictions; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Manages the Waukesha County Community Development Block Grant Program, the multi-county HOME Investment Partnership Program, HUD Disaster Recovery Program, and the Community Services Grant Program, as well as joint funding and planning activities throughout the greater Waukesha area.
2. Meets with community groups, businesses, and municipalities to provide general information and determine Countywide needs for funding; conducts public hearings; facilitates research and analyzes responses.
3. Develops, maintains, and revises the Consolidated Plan outlining Countywide need for funds and short and long term goals for the use of funds.
4. Monitors federal regulation and procedure changes associated with administered programs and recommends and implements appropriate procedural changes.
5. Provides consultation, education, information, and technical assistance on all aspects of regulations, requirements, and procedures to subgrantees.
6. Reviews applications for accuracy and completeness; analyzes for compliance with HUD eligibility criteria; and assigns to appropriate category.
7. Recommends appropriate funding levels for requests.
8. Develops contracts for approved requests including the specific terms and conditions regarding the scope of service of the request.
9. Monitors subgrantee activities to ensure compliance with regulations in such areas as environment, labor, ADA, property acquisition, relocation, and minority business participation.
10. Reviews expenditures and income for each project to analyze eligibility for reimbursement and to ensure appropriate fiscal management of funds.
11. Reviews, analyzes, and prepares a variety of comprehensive and complex studies and reports; and makes presentations to local governing bodies and to the public.
12. Manages the Community Development office; establishes and implements policies and procedures; selects, assigns, supervises, and evaluates staff, and handle any personnel problems of the staff.
13. Coordinates grant activities with other community agencies providing similar services.
14. Provides staff support, information, and recommendations to appointed boards.
15. Establishes and maintains effective public and working relationships with staff, community groups, businesses, local government officials, and the public.
16. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Thorough knowledge of the HOME and CDBG programs, other local, state, and federal legislation, rules and regulations affecting community development.
2. Thorough knowledge of the social, economic, and cultural implications of community development and planning activities.

## QUALIFICATIONS

### Essential Knowledge and Abilities (cont.)

3. Comprehensive knowledge of the principles and practices of public administration.
4. Working knowledge of computerized department program software, internet access, and database, spreadsheet and word processing programs.
5. Working knowledge of building and zoning codes.
6. Ability to plan, prepare, and administer community development programs.
7. Ability to explain complex federal programs and provide community development direction and technical assistance to a diverse group of participants.
8. Ability to utilize word processing, database, and spreadsheet software programs.
9. Ability to analyze and prepare complex data, studies, and reports and make appropriate recommendations.
10. Ability to analyze fiscal accounts, expenditures, and income, development budgets, proformas and operating budgets.
11. Ability to motivate and manage staff in a challenging and complicated work environment.
12. Ability to monitor the activities of a wide variety of subgrantees in accordance with federal guidelines.
13. Ability to make effective group presentations and provide detailed one-on-one assistance.
14. Ability to maintain detailed and accurate records.
15. Ability to communicate effectively, both orally and in writing.
16. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
17. Ability to establish and maintain effective public and working relationships with staff, community groups, businesses, local government officials and the public.

### Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in business or public administration, political science, planning, urban affairs, or a closely related field.
2. Four (4) years of responsible professional work experience in housing and community development planning or administration, preferably with CDBG or related program experience.
3. A master's degree in a closely related field may substitute for one (1) year of the work experience requirement.