

## **COMMUNITY DEVELOPMENT MANAGER**

### **CLASS DESCRIPTION**

#### **General Responsibilities:**

This is highly responsible professional, supervisory and managerial work in the development, implementation, and direction of a variety of complex and/or large-scale human services programs and facilities within the Community Development Division of the Department of Planning & Community & Economic Development. The Division is involved in providing a broad range of services relative to community development, primarily in conjunction with the administration of grant and loan funds, capital investments in affordable housing and community facilities, human services and related policy development. This work is characterized by responsibility for supervising all of the activities, functions and staff of multiple, complex and/or large-scale programs and facilities. This could include planning, implementing, evaluating and reporting of the activities of the CDBG and Community Resources Units or a variety of other service areas. The position will work as part of the Division management team while implementing City initiatives. Working within the framework of the Division and under the supervision of the Community Development Division Director, the employee exercises considerable judgment in meeting the goals and objectives of the Community Development Division and the City of Madison.

#### **Examples of Duties and Responsibilities:**

Plan, direct, monitor, and evaluate the administrative systems, procedures, activities, operations and functioning of a variety of complex and/or large-scale housing and human services programs and related facilities. Lead the development and improvement of policies and programs within these services.

Administer the complex funded programs in compliance with Federal, State and local rules regarding the administration of such funds. Direct the public relations and informational components, interpreting the activities of the funded activities to the media and public. Prepare systems for staff development of contracts, and program implementation activities which meet funding source administrative requirements. Prepare necessary contracts, plans, reports and certifications.

Supervise a team of professional, paraprofessional and administrative staff. Hire, onboard, train, develop, evaluate and coach staff. Prioritize, schedule and assign work to staff. Approve leave requests. Conduct investigations, handle employee grievances and discipline as necessary.

Develop office budget and organize related program budgets, and present reports to policy-makers. Establish and administer appropriate financial systems, to encompass cost accounting, enterprise and capital budgets, and grant and loan-related activities. Organize contracting processes detailing City expectations of funded projects, establish administrative procedures for reimbursement and reporting, and articulate the nature of reporting requirements. Monitor the fiscal and individual progress of the various programs, including

staff monitoring of individual project progress. Develop specialized analytic or regulatory procedures necessary to ensure compliance with Federal, State, and City cross-cutting objectives and regulations.

Collaborate with community agencies and coalitions to develop a higher level of development capacity and activity within the community. Organize the request for proposals and applicant orientation processes and materials for funds. Plan and schedule, in compliance with regulations regarding funding sources. Collaborate with other City and community agencies in the development of program planning and applications for various private, community, state and federal resources. Organize staff, and community resources to develop grant applications for the City and community organizations. Monitor demographic, housing and community development indicators, and identify trends likely to affect Madison populations and community issues. Provide technical assistance and other supports to funded agencies. Research and write grants.

Consult with the City Attorney's Office, and the Finance and Information Technology Departments as needed.

Support the development and improvement of Citywide policies and programs within the areas of the community development, housing, departmental operations, and other city efforts to improve the qualities of neighborhood living. Lead inter-departmental and intra-departmental staff teams charged with the development of policies and long-range plans related to community development, housing, and delivery of City-supported services to neighborhoods. Serve as project manager and/or principal staff for major projects. Manage associated consultant contracts.

Provide administrative and technical assistance to elected officials, and City boards, commissions and committees.

Serve on the CDD Management Team.

Assist the CDD Director with budget preparation and monitoring.

Organize and prepare technical written reports.

Perform related work as assigned.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

Thorough knowledge of the theories, principles, and practices of community development, including housing and real estate development, neighborhood revitalization, economic development, and related human services. Thorough knowledge of related loan and grant program development areas, including grant writing, contract administration, and related laws and regulations. Thorough knowledge of business administration, including financial management, general accounting, and program and business planning. Thorough knowledge of public sector planning programs and processes. Working knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of Federal

programs, especially those administered by HUD. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Ability to hire, train, and supervise professional staff. Ability to forecast future needs for the Division. Ability to develop and justify budgetary requests and control budget expenditures. Ability to develop and maintain effective working relationships with the office staff, the Division, other City staff and stakeholders. Ability to work effectively with multicultural populations. Ability to serve effectively as part of a management team. Ability to plan and flexibly respond to changing environments. Ability to communicate effectively both orally and in writing. Ability to plan, direct, and evaluate related administrative and financial systems. Ability to plan and coordinate complex committee/team efforts. Ability to develop policies and procedures. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Five years of responsible and varied professional programmatic community development experience, including experience in researching and developing grant proposals and managing grant expenditures, and including at least two years of experience in supervising in an office environment. Such experience would normally be gained after graduation from an accredited college or university with a degree in Planning, Business Administration, Public Administration, Real Estate Development or a related program. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Special Requirement:

The employee may be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

Department/Division	Comp. Group	Range
Community Development	18	15

Approved: \_\_\_\_\_  
Erin Hillson  
Human Resources Director

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