



Reports to: Community and Economic Development Director
Pay Grade 111

FLSA: Exempt

HOUSING AND PROGRAM MANAGER

NATURE OF WORK

Serving the public with professional and advanced knowledge in managing specialized programs, projects and tasks in the Community and Economic Development Department, in accordance with federal and state laws and city policies.

DISTINGUISHING FEATURES

Work involves significant responsibility in planning, developing, recommending, managing, evaluating various grants and programs, such as Community Development Block Grant (CDBG), HOME Investment Partnership, and other programs relating to housing and services for low income neighborhoods and persons, and homeless persons, as well as directing the work of subordinate managers and support staff. Work involves managing the City's planning documents and program strategies for HUD and other federal and state funded programs. This position requires extensive knowledge of pertinent state and federal regulations.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Prepares, recommends, and directs strategies under the consolidated plan, annual action plan, and annual budget for Neighborhood Development program budget; and monitors program expenditures over the fiscal year and approves expenditures charged against the program budget

Defines specific objectives, annual goals, and progress benchmarks, and ensures program activities conform to various HUD and state rules and regulations.

Directs and implements, through subordinate supervisors, extensive scope of neighborhood development projects, including the renovation and construction of housing units for eligible persons in the community.

Compiles data and participates in writing supporting narratives used to develop long term housing and service plans, Community Development Block Grants, HOME Investment Partnerships and Emergency Shelter grant program applications and compliance documentation.

Determines, reviews, and recommends appropriate changes in program operations, procedures, and budget; reviews and recommends approval of special projects.

Compiles data and prepares competitive and entitlement grant proposals according to requirements of state and federal agencies.

Monitors expenditures of grant funds for compliance with funding agency requirements; supervises and participates in completing annual performance reports.

Directs the organizational development of the neighborhood development division. Selects, trains, motivates, and evaluates division staff; coordinates individual staff training to enhance expertise.



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Maintains reasonable and predictable attendance.

SUPERVISION RECEIVED

Works under the general supervision of the Community and Economic Development Director. Work is performed according to extensive federal regulations and most guidance comes from regulations governing each funding source or from HUD officials. Work is reviewed through established HUD, city, department, and program checks and balances, with substantive policy and procedural changes, major expenditures or special projects being reviewed by the department director or other city officials. Work is reviewed annually for overall results achieved.

SUPERVISION EXERCISED

Exercises supervision over supervisory, professional, and program support staff engaged in carrying out the various functions and requirements of their respective responsibilities. Supervisory responsibilities include assigning and evaluating work, resolving personnel problems, setting performance goals and standards, making hiring and disciplinary decisions, and performing other supervisory functions.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work activities are primarily sedentary in nature, sitting at a desk operating a personal computer, although movement about the work area is by walking or by other means. Day to day work activities also require attending meetings that involve travel throughout the city.

SUCCESS FACTORS (KSAs)

Thorough knowledge of federal laws, rules and regulations applicable to federal block grants, competitive grants, lending and contracts.

Considerable knowledge of the administration of federal, state, and local grant programs.

Considerable knowledge of state and federal legislation regarding grant programs and of CDBG and HUD grant regulations.

Knowledge of the principles and methods of organization, management, and supervision.

Ability to communicate effectively both orally and in writing and to make effective presentations in meetings.

Ability to establish and maintain effective working relationships with federal, state and local public officials, and various lending, development and service providers.

Ability to supervise and direct the work of others effectively. Skill in the use and care of a personal computer.



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EDUCATION, TRAINING & EXPERIENCE

Graduation from an accredited four year college or university with a Bachelor's degree, Master's preferred, in urban planning, public administration or related field, and at least 5 years of increasingly responsible community development or grants administration experience, including demonstrated supervisory experience. AICP certification desired. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois driver's license.

Residency Requirement:

Effective June 1, 2018 all newly hired employees, including newly hired Department Heads, shall live within the municipal boundaries of City of Rockford within six (6) months of their completion of their introductory period.

Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.