



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Neighborhood Community Services Division Manager ~ vacant

Department: Planning & Development Services Reports to: PD & S Director Pay Grade: H15
Date Established: 3/2014 Date Revised: 12/2017 FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Neighborhood Community Services Division Manager is responsible for planning, implementing, and managing the City's Community Development Block Grant (CDBG) program.

The job includes responsibility for creating and implementing a five-year Consolidated Plan for Housing and Community Development and a five-year Analysis of Impediments to Fair Housing Choice, as required by the Department of Housing and Urban Development (HUD). This is a management and supervisory position reporting to the Planning and Development Services Director.

The job requires a Bachelor's Degree in public administration or a related field and five years CDBG administration experience.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office environment. The job occasionally requires field inspections of projects. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Plans, implements, and manages the City's CDBG block grant program. Ensures the City is in compliance with all grant program requirements.

Creates and implements the Housing and Urban Development (HUD) Department required five-year Consolidated Plan (Con Plan) for Housing & Community Development and five-year Analysis of Impediments (AI) to Fair housing Choice.

Creates the HUD-mandated annual Action Plan (AP) for the Con Plan and AI, planning projects and funding levels within the Con Plan and applicable federal, state, and local regulations.

Creates the HUD-mandated Consolidated Annual Performance and Evaluation Report, reporting the City's CDBG-funded work and compliance to HUD, the City Council, and community served.

Manages all CDBG funded programs administered by the City and subrecipients.

Creates and monitors CDBG-related budgets and spending, integrating them into the City's general budget.

Acts as City liaison for HUD programs and activities to other agencies, organizations, and the community.

Performs federal environmental reviews and acts as the City's Certifying Officer for the reviews.

Assists the Department Director in economic development research and projects.

Supervises, schedules, trains, and evaluates employees.

Administers the City Façade Improvement loan program, including budget oversight.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Federal Community Development Block Grant (CDBG) and other applicable and related federal grant and program regulations, administrative requirements, methods, techniques, and objectives;
- Basic accounting and bookkeeping methods, techniques, and objectives;
- Municipal budgeting methods, techniques, and objectives;
- Employee supervision, training, and evaluation methods, techniques, and objectives;
- Methods and techniques of loan qualifying and processing, real estate transactions, and land purchasing and sales;
- Federal housing program statutes, codes, and regulations;
- Operation of basic office equipment including a personal computer and job-related software applications.

Skill and Ability to:

- Plan, implement, and manage the City's CDBG block grant program, ensuring the City is in compliance with all grant program requirements;
- Create and implement the Housing and Urban Development (HUD) Department required five-year Consolidated Plan (Con Plan) for Housing & Community Development and five-year Analysis of Impediments (AI) to Fair housing Choice;
- Create the HUD-mandated annual Action Plan (AP) for the Con Plan and AI;
- Create the HUD-mandated Consolidated Annual Performance and Evaluation Report;
- Manage all CDBG funded programs administered by the City and subrecipients;
- Create and monitor CDBG-related budgets and spending, integrating them into the City's general budget;
- Act as City liaison for HUD programs and activities to other agencies, organizations, and the community;
- Assist the Department Director in economic development research and projects;
- Supervise, schedule, train, and evaluate employees;
- Maintain records, documents, and logs and prepare periodic reports;
- Demonstrate strong customer service principles including issue resolution;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's Degree in public or business administration required;
- Five (5) years CDBG administration and supervisory experience is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard and type, reach with hands and arms, and operate job-related equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.