

City of Salem
CLASS SPECIFICATION

CLASS TITLE:	UD Housing Programs Manager	CLASS CODE: 0215
DEPARTMENT:	Community Development	FSLA: E
REPORTS TO	Urban Development Administrator	DATE: 8-23-2004

JOB SUMMARY:

Manage staff to achieve the goals of Urban Development fiscal and housing programs and administrative programs supporting various advisory boards.

Essential Functional Objectives:

1. In cooperation with the Urban Development Administrator, update fiscal and housing program goals and objectives.
2. Identify and establish relationships with other City staff, other agencies and organizations to facilitate staff's ability to meet program objectives.
3. Delegate program, project, revenue development, and relationship building responsibilities to staff through development and maintenance of accurate staff work plans and performance standards.
4. Hire, train, evaluate, and recognize staff in their efforts to meet program objectives.
5. Deal effectively with poor performance through job coaching, training and/or disciplinary action.

Fiscal Program Goal: Track and report all funding receipt and expenditures; explore and solicit alternative funding sources; develop five year Community Development Consolidated Plan and the Annual Action Plans; ensure compliance with regulations and contract provisions for receipt and expenditure of dedicated funds, and effectively support Urban Development advisory boards. Objectives to be delegated:

6. Develop and maintain a system to effectively manage all Urban Development receipt, expenditure, and reporting of funds.
7. Explore and secure alternative funding to enhance achievement of Urban Development goals and objectives.
8. Develop and maintain the five year Community Development Consolidated Plan
9. Develop and maintain Annual Action Plans.
10. Develop, market, and complete projects consistent with the Annual Action Plan's goals and objectives.
11. Effectively manage distribution and reporting on use of the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) entitlement funds.
12. Effectively manage and report on the distribution of Transient Occupancy Tax (TOT) to support activities and services that enhance the community, attract visitors, and enrich the cultural environment.
13. Effectively support various urban development agency boards in defining and accomplishing their objectives.
14. Provide technical advisory support to staff Citywide, contractors, other agencies in areas impacting urban development issues.

Housing Programs Goal: Preserve, expand availability and mitigate environmental hazards to Salem's housing stock for persons of low and moderate income, or for those having special needs. Objectives to be delegated:

5. Rehabilitate single-family owner occupied residential units through the rehabilitation loan program.
6. Initiate and successfully complete a variety of affordable housing projects under the Home Investment Partnership Act (HOME) through low income home buyer support and participation in affordable housing development.
7. Reduce hazards of lead based paint in both affordable rental housing, and in low and moderate income homeowner properties through existing Lead Based Paint Loan and Grant programs, and through expansion of HUD grants to improve meeting program goals.
8. Decrease incidents of extraneous water from the sewer system by assisting home owners to eliminate cross connections and replace failed sewer laterals.
9. Provide technical assistance to other City departments in their activities that impact the housing programs goal.

Important Job Functions

1. Maintain currency of knowledge in all program best-practices.
2. Attend meetings and conferences as required
3. Perform other duties as required by Urban Development Administrator.

MATERIAL AND EQUIPMENT USED:

- Desktop computer and associated document, spreadsheet, database and e-mail and calendaring programs.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience: Bachelor's degree from an accredited college or university in urban and regional planning, business administration, or a related field; five (5) years of progressively responsible experience in program development and management; or any combination of education, experience and training that indicates likelihood of success at meeting this position's goals and objectives.

License(s) and Certification(s):

Class C Oregon Driver's License.

Knowledge and abilities:

Knowledge of:

- Basic urban and regional planning principles and practices.
- Business administration; best-practices theory and resources.
- Community based program options and practices.
- Federal and other public financing resource solicitation and fund administration.
- General financial principals and practices.

- Collaborative options in and among local governments, businesses, and other Federal interest groups.
- City of Salem Revised Codes, Purchasing Manual, department Head Letters, Supervisors Handbook, and Union Contracts.
- Contemporary office practices and procedures; basic office software including word document, spreadsheet, database and calendaring programs.

Ability to:

- Establish and maintain effective working relationships with City staff at all levels, agency board members, advisory boards and neighborhood associations, contractors, other agencies and the general public.
- Encourage team work among staff effective at achieving section goals.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Effectively advertise and screen for the selection of high performance staff.
- Define staff performance objectives, evaluate accomplishments, need for improvements, and training needs; provide for staff development aimed at strengthening staff ability to meet performance objectives.
- Encourage and recognize staff success at meeting performance objectives.
- Deal effectively with poor performance either through training, job coaching and/or discipline.
- Speak and present program concepts and procedures effectively in front of small and large groups in either informative or persuasive formats.
- Work independently and make decisions with minimal supervision.
- Initiate ideas to enhance the efficiency of section and department operations.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Lift up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.