

City of Carson
Class Specification

City Council Resolution:
Bargaining Unit: AME
FLSA: Exempt

HOUSING AND NEIGHBORHOOD DEVELOPMENT MANAGER

Job Summary:

Under direction, manages the operation of the Housing and Neighborhood Division of the Development Services Group.

Essential Duties and Responsibilities:

(These functions are representative and may not be all inclusive. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, directs and controls activities related to housing and neighborhood development programs such as First Time Buyer Program and Neighborhood Pride; coordinate and monitor program activities funded through redevelopment and the Federal Government.
2. Monitors research, evaluation, contract management, rehabilitation and citizen participation in housing programs including the community development block grant program first time buyers program, residential and commercial rehabilitation programs and the Mobilehome Rental Review Board.
3. Establishes and maintains cooperative working relationships with the public; meet with a variety of individuals and groups to provide information, enlist support, resolve issues, plan, coordinate and promote redevelopment activities.
4. Prepares and monitors annual division budget; reviews expenditures of funds.
5. Coordinates with other departments and divisions of the City to establish and implement redevelopment activities as provided by law.
6. Supervises assigned employees; appraises performance; provides for technical direction and guidance; make employment, transfer, promotion and salary decisions.
7. Prepares and maintains a variety of financial, statistical and narrative reports and records.
8. Conducts special studies, performs research and analysis, prepares recommendations and special reports as necessary to facilitate redevelopment projects and programs.
9. Confers with a variety of staff members to provide information, answers questions, resolves issues and coordinates activities involving housing and neighborhood development program.
10. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

A bachelor's degree from an accredited college or university with a major in business or public administration, urban planning, finance or related field or equivalent and four (4) years increasingly responsible professional planning and Housing program experience.

Knowledge of:

- Federal and State regulations including those concerning housing projects financed through State Redevelopment Law and through the federal Department of Housing and Urban Development.
- Budget preparation and control techniques.
- Redevelopment, relocation and housing practices and procedures.
- Current trends in federal, state and local Housing development funding.
- Principles and practices and supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Basic research methods.
- City organization, operations, policies and objectives.

Skill and Ability to:

- Manage the operation of the Housing and Neighborhood Development Division in the Development Services Group.
- Develop and implement a Housing and Neighborhood Development program for the City that includes blight removal and community improvement in designated areas of the City using tax increment financing and other funds to implement such programs.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Understand and work within scope of authority.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Train, supervise and evaluate personnel.
- Legally operate a motor vehicle in the State of California.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected to read small print.)
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds which is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings.
- May be required to work evenings or weekends.