



City of Casa Grande

Housing & Revitalization Program Manager

GENERAL PURPOSE: Under limited supervision, plans, organizes, and manages the staff and activities of the Housing & Revitalization Program.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages the Housing & Revitalization Program staff and activities to meet community requirements; provides leadership to assure that Program services are provided in alignment with the City's strategic objectives and state and Federal laws.
- Manages the Community Development Block Grant Programs, Self-Help Housing Program, Housing Rehabilitation Grant program, infrastructure and redevelopment programs and other grant programs according to program policies, procedures, rules and regulations.
- Plans, organizes, implements and oversees Program operations; assures the level of services keeps pace with customer needs.
- Supervises and trains staff and evaluates performance; assigns and coordinates tasks and projects; reviews work for conformance with legal requirements and program standards; monitors operations to identify and resolve problems and priorities.
- Obtains and administers grant funds; maintains financial and resource information on grant activity; facilitates the application process as needed; researches, acquires and maintains statistics and resource information to support grant applications.
- Prepares grant applications and reports; prepares contracts, notices, resolutions and documents related to grant activities.
- Directs the development and administration of budgets, policies, projects and programs to effectively and efficiently deliver Program services to the City residents.
- Monitors trends in Housing & Revitalization Program practices, and recommends operational and policy improvements.
- Prepares and reviews statistical and analytical reports of Program activities, operations and procedures; gathers and compiles data for reports.
- Interprets and explains policies, procedures, rules and regulations.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Technical and administrative staff.

JOB DESCRIPTION

Housing&RevitalizationProgramManager.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Business or Public Administration, and five (5) year's experience in managing community development programs, including two (2) years supervisory experience; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of project and grant management principles and techniques.
- Knowledge of the principles of grant fund accounting, contracts and records management.
- Knowledge of grant application and administration process and procedures.
- Knowledge of Federal, state and regional grant fund accounting regulations, procedures, and accountability standards.

- Skill in supervision, coordinating staff, and delegating tasks and authority.
- Skill in analyzing and compiling technical and statistical information.
- Skill in preparing reports, correspondence and other presentations for internal and external audiences.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: None.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.