

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

HOUSING AND COMMUNITY DEVELOPMENT SUPERVISOR

DEFINITION

Under general direction, the Housing Community Development Supervisor is responsible for the operation of the Division of Housing and Community Development which includes the supervision of technical staff and policy development and program implementation of the CDBG program, housing rehabilitation programs, and affordable housing programs for the City and Redevelopment Agency.

EXAMPLES OF DUTIES

Oversee the operation of the City's Community Development Block Grant program, including all reporting to HUD, monitoring of expenditures, preparation and issuance of Requests for Proposals, preparation of funding recommendations, coordination with Public Works on infrastructure projects, and preparation and monitoring of contract/programs; oversee the operation of City housing rehabilitation programs; oversee the operation of the City's and Agency's affordable housing efforts including creation of new affordable ownership and rental units, acquisition and preservation of existing housing, applying for funding, and monitoring of existing units and contracts related to these tasks. Oversight includes development analysis and presentation of policy alternatives, preparation of annual schedules, implementation, creation of a environment for staff, preparation of timely employee evaluations, drafting and review of staff reports, maintenance of excellent relations with County and other agency staff, local nonprofit organizations, City staff, and the real estate community, and participation in the management of the department. Carry out other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: The federal Community Development Block Grant program rules and regulations, affordable housing development and financing, general supervisory principals, principles of operation of municipal government, and general principles of budgeting and accounting.

Ability to: Communicate competently both orally and in writing; prepare cogent analyses and concise written reports for presentation to City Council and the Redevelopment Agency; maintain effective working relationship with Council, Agency, City and other agency staff, and the public; and provide clear supervision, direction, and feedback to

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staff. interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: A Bachelor of Art or Science degree from a four-year college or university, in Public Administration, Business Administration, Economics, Planning or related field. A Master's Degree is desirable.

Experience: Five years of increasingly responsible experience with community development programs, one year of which must have been served as full-time supervisor. Experience with affordable housing development and finance is highly desirable. Experience in municipal government is desirable. Experience with microcomputers desirable.

License: Possession of a valid Class C California Driver's License.

R: 02/2007