



## JOB DESCRIPTION

<b>Job Title</b>	Housing Programs Manager
<b>Job Code</b>	3975
<b>Job Group</b>	Manager
<b>Department</b>	Community Development
<b>Division</b>	Housing Programs
<b>Reports To</b>	Community Development Director
<b>Positions Supervised</b>	Housing Specialist, Administrative Technician
<b>FLSA Status</b>	Exempt
<b>EEO Class</b>	1 – Officials and Administrators

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Summary

Manage, plan and organize redevelopment and housing programs and projects involving community partners and city departments. Oversee technical and clerical staff and City of Columbia Community Land Trust.

## Essential Job Functions

- Manage and administer programs and funding pertaining to Community Development Block Grant, HOME Investment Partnerships Program and Columbia Community Land Trust.
- Develop long-term and annual plans.
- Manage staff to include recruiting, hiring, training, directing and organizing duties and assignments, guidance, coaching, motivation and discipline.
- Collaborate with City officials, banks, developers and community non-profits to identify community needs, implement affordable housing and redevelopment strategies.
- Assist with planning, direct project development, fund expenditure and project compliance and compliance with federal regulations and reviews.
- Prepare reports and potential legislation to promote and implement affordable housing and community development policies and projects.
- Oversee daily operations of Columbia Community Land Trust to include budgeting, proper expenditure, compliance and policy development, bank account management, and reporting requirements.

## Ancillary Job Functions

- Promote awareness of affordable housing and community development efforts through print and electronic communication, media interview, neighborhood outreach, community education programs and presentations.
- Research and pursue grants and funding opportunities (private and public) for operating and project related costs.
- Serve as staff liaison to Community Development Commission, City Loan and Grant Committee and staff support to Columbia Community Land Trust Board.
- Provide reports, data and recommendations.

- Perform other related duties as assigned.

**Education and Experience** – An equivalent combination of education, training and experience will be considered.

- Four-year college degree or equivalent required, master's degree preferred in Public Administration or related field.
- Minimum of six years practical experience in a similar field.
- Must maintain a valid driver's license and safe driving record.

**Knowledge, Skills and Abilities** which may be representative, but not all-inclusive of those commonly associated with this position.

- Knowledge of HUD funding sources.
- Knowledge of NEPA Part 58 compliance.
- Knowledge of working with Community Land Trust organizations.
- Experience working with non-profits and board of directors.
- Ability to lead a team and project teams, with the ability to delegate.
- Knowledge of personal computer operation and ability to use standard word processing, spreadsheet software and basic office equipment/machines.
- Strong interpersonal skills with all levels of employees and external parties.
- Ability to apply critical thinking and problem solving skills to resolve complex issues and improve processes.
- Ability to interpret and comply with federal, state and local laws and regulations.
- Knowledge of effective management practices and techniques.
- Effective verbal communication skills and ability to give and follow written and oral instructions.
- Ability to effectively plan, organize and prioritize work for self and direct reports.
- Ability to direct, supervise, hire, and evaluate subordinate personnel.
- Ability to present information to small and large groups.
- Ability to establish and maintain effective working relationships with supervisors, subordinates, and the general public.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office conditions with moderate noise levels.

**Physical Abilities** that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit, drive and hear for extended periods of time.
- Regularly required to talk and listen.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
- Must have clarity of vision at 20 inches or less.
- Regular attendance is a necessary and essential function.