

DIRECTOR, COMMUNITY DEVELOPMENT AND HOUSING

DISTINGUISHING FEATURES OF THE CLASS: This is difficult administrative and supervisory work involving a responsibility for planning and directing municipal programs in the utilization of fundings available in the federal Housing and Community Development Act. The work is performed under direction of the Mayor and Village Board. Supervision is exercised over two subordinate supervisors, one concerned with housing standards and other municipal codes inspections and the other concerned with construction or reconstruction of special projects and public work projects, and with clerical support personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs and coordinates, through subordinate supervisory personnel, departmental activities in securing compliance of the Village Housing Standards Code and implementing projects under the village's multifaceted community development programs;
Confers with supervisory personnel to obtain data needed for planning developmental activities such as commitments, status of work in progress and problems encountered;
Makes recommendations and defines needs to Village Board;
Assigns and delegates responsibility for specific work or functions;
Gives work direction, resolves problems, prepares work schedules and sets deadlines to insure completion of projects;
Prepares plans and budgets for each project;
Reviews and analyzes reports, records and directives;
Consults and coordinates with intergovernmental agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of administrative practices and procedures; good knowledge of supervisory techniques; good knowledge of the rules and regulations of the Housing and Community Development Act pertaining to the program; ability to work independently within the scope of general direction; ability to plan and supervise the work of supervisors; ability to present data and reports clearly and concisely in either written or oral form; ability to establish successful relations and communications with others.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's degree and three (3) years of administrative experience, one (1) year of which must have been involved in housing inspection, renter assistance, management or related or in public works construction.

NOTE: Additional experience may be substituted for college on a year for year basis.