HOUSING AND COMMUNITY DEVELOPMENT MANAGER*

DISTINGUISHING FEATURES OF THE CLASS: This professional position is responsible for overseeing and managing the implementation of Rockland County's housing strategies and related policies to address housing challenges and support community development needs within the County. This position plays a key role in shaping, coordinating and implementing County-wide housing and community development strategies, ensuring alignment with broader County planning, economic development and revitalization objectives. The work is performed under the general supervision of the Director, Community Development. Supervision may be exercised over personnel involved in housing development initiatives. Does related work as required.

TYPICAL WORK ACTIVITIES:

Leads the development and implementation of County housing and community development strategies, producing strategic plans, policy recommendations, studies and presentations that advance County-wide objectives;

Oversees program and project management activities for housing and revitalization initiatives, ensuring coordinated execution, milestone tracking and alignment with strategic goals;

Directs stakeholder engagement and serves as the primary liaison to municipalities, advisory boards, community groups, public agencies and private development partners, coordinating outreach, responding to inquiries and supporting collaborative initiatives;

Oversees the solicitation, evaluation and selection of qualified developers, ensuring adherence to County procurement requirements and monitoring contract compliance throughout the project life cycle;

Conducts analyses of housing, regulatory and economic development policies, identifying opportunities, barriers and impacts to inform strategic planning and program modifications;

Develops and delivers informational materials, reports and presentations for public workshops, stakeholder engagement events, advisory board meetings and professional forums;

Designs, maintains and reports on performance metrics to evaluate program effectiveness and support continuous improvement;

Provides direction and oversight to project staff, consultants and other personnel involved in housing and community development initiatives;

Conducts and manages special housing projects as assigned and participates in conferences, seminars and professional development activities to remain informed of emerging trends and best practices.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of methods used to address housing and community development challenges, including strategic planning, policy analysis, housing incentives and subsidy layering; thorough knowledge of program and project management principles as applied to complex housing and revitalization initiatives; thorough knowledge of methods and practices used to address housing and community development challenges, including strategic planning, policy analysis, housing incentives and subsidy layering; good knowledge of Federal, State and local housing and community development programs, guidelines and regulatory requirements; good knowledge of contract compliance requirements related to housing development projects;

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good knowledge of performance measurement techniques used to assess program effectiveness and support continuous improvement; good knowledge of stakeholder engagement and public communication practices used to support municipal coordination and community outreach; working knowledge of land-use planning and zoning concepts that impact housing development; working knowledge of computer software and applications used in housing and community development analysis and reporting; ability to lead the development and implementation of County-wide housing and community development strategies; ability to direct and coordinate multiple projects to ensure timely progress and alignment with organizational goals; ability to analyze quantitative and qualitative housing and economic data and translate findings into strategic recommendations; ability to design, maintain and report performance metrics; ability to prepare clear, comprehensive studies, reports, presentations and informational materials; ability to communicate effectively, both orally and in writing; ability to supervise the work of others; ability to establish and maintain cooperative working relationships with a wide variety of public and private partners; ability to understand and interpret complex written material.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree and three (3) years of paid work experience in Housing Development/ Redevelopment**, Commercial Development/Redevelopment, Real Estate Development**, Economic Development, Community Development, or Affordable/Supporting Housing Management/Operations***, or any combination thereof, as the major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience), at least one (1) year of which must have been in a supervisory or managerial capacity; or

2. A Master's degree or higher and one (1) year of paid work experience in Housing Development/ Redevelopment**, Commercial Development/Redevelopment, Real Estate Development**, Economic Development, Community Development, or Affordable/Supporting Housing Management/Operations***, or any combination thereof, as the major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience). This experience must have been in a supervisory or managerial capacity.

*This reflects a retitling of Housing and Community Development Project Manager.

**Development is defined as the full process of completing a building project, including conceptual planning, site selection, market analysis, property appraisal, acquisition, zoning and land use compliance, financial planning, subsidy layering, securing government approvals and permits, obtaining project financing, overseeing construction, leasing activities and/or ongoing project management.

***Affordable/Supporting Housing Management/Operations refers to the oversight, administration and coordination of activities necessary to sustain the long-term operations of affordable or supportive housing programs and properties. These activities may include property management oversight, tenant intake and eligibility for certification, compliance with Federal, State and local regulatory and reporting requirements, coordination of resident services, development of budgets and operating plans, monitoring of financial performance, implementation of capital or maintenance plans and collaboration with service providers, housing authorities, nonprofit organizations and other partners involved in the delivery of affordable or supportive housing.

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SPECIAL REQUIREMENT: Possession of a valid driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.