

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**HOUSING AND COMMUNITY DEVELOPMENT MANAGER**

Civil Service Status: Exempt  
Probationary Period: At-Will  
Classification Series: Community Development  
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees  
Approved by City Council: 6-1-09  
Resolution No.: 2009-65

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision of the Community Development Director, this management position performs professional and responsible management activities in the implementation of the City's Housing and Community Development and/or Redevelopment programs, projects and services; assists the City and its Community Development Commission in affordable housing development and rehabilitation through the implementation of Community Development, Redevelopment, CDBG, HOME, Housing Set-Aside and other programs and projects; and performs related duties as assigned.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Manages the implementation and monitoring of community development, redevelopment and affordable housing activities; analyzes the feasibility of development projects and coordinates program and project implementation;
- Manages the preparation of budgets, cost estimates, bids, contracts, correspondence and other documents relevant to housing and community development and redevelopment programs, projects and processes; prepares and presents reports; participates in contract negotiations;
- Plans, organizes, and conducts activities to implement a variety of housing and community and/or redevelopment programs and projects; determine and obtain required information for new sources of funding; supervises research regarding housing and economic conditions and trends in the local area; makes recommendations for programs and activities based upon this research;
- Manages the preparation of a variety of periodic and special reports related to housing and community development and/or redevelopment programs and activities;
- Prepares and delivers presentations and/or reports to City Council, City Manager and/or community groups;
- Coordinates activities with technical and professional consultants, contractors and City staff;
- Responds to inquiries and provides information to the public and to other agencies and organizations.
- Supervises, evaluates and trains subordinate staff;
- Manages special projects, including those funded with Low-mod Set Aside, CDBG and HOME funds;
- Coordinates activities with other departments; confers with other City staff regarding assigned projects; represents the City in meetings with representatives of developers, community organizations, governmental agencies, and the public;
- Monitors legislation and developments related to housing and community development and/or redevelopment matters; evaluates their impact on City operations and programs;

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(Continued)

- Recommends and implements policy and procedural improvements based upon legislation;
- Establishes positive working relationships with representatives of community organizations, state/local/federal agencies and associations, City staff, and the public;
- Assists in designing and implementing long and short-range community and/or redevelopment programs;
- Assists in preparing and monitoring departmental, program and project budgets;
- Maintain the confidentiality of privileged information, which he/she may be exposed to during the course of duties;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles and practices of housing, community development and redevelopment programs;
- Real estate economics;
- Residential development, redevelopment and rehabilitation;
- Contract administration;
- Techniques of program monitoring and municipal budgeting;
- Federal, state and local housing and community development laws, rules, regulations and program requirements;
- Techniques, and trends affecting housing and community development and/or redevelopment in the state and local area;
- Statistical methods and research techniques; methods and techniques of training;
- Applicable federal, state, and local laws, codes, and regulations;
- Principles of grant application and proposal preparation; Municipal and project related budgetary principles and practices;
- Modern office procedures, practices, and equipment;
- Methods and techniques for record keeping and report preparation and writing;

**Skills:**

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application including graphics and presentation programs;

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**Ability to:**

- Implement housing and community development and/or redevelopment programs and projects;
- Analyze complex issues and problems, evaluate alternatives, and recommend practical solutions;
- Deal effectively with developers, non profit organizations, housing constituencies and the general public;
- Make comprehensive presentations and speak before groups or people;
- Administer, manage and monitor related departmental, program and project budgets;
- Interpret, explain, and apply applicable laws, codes and regulations, including redevelopment law;
- Make sound decisions within established guidelines;
- Analyze a complex issue and develop and implement an appropriate response;
- Establish and maintain effective working relationship with employees, City officials, officials of other jurisdictions, contractors, and the public;
- Attend evening meetings, including City Council and other agency meetings as required;
- Establish and maintain smooth and effective working relationships and resolve interpersonal conflicts;
- Handle confidential information with discretion;
- Understand and interpret provisions of the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employees job performances;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, prioritize, assign, schedule and delegate workload among employees;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period;

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**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Urban Planning, or a closely related field. A Master's degree in Public or Business Administration or a closely related field is desirable.

**Experience:**

Four (4) years of responsible housing and community development experience, preferably with a government agency including one (1) year of supervisory experience.

**License or Certificate:**

A valid California Class C Driver's License and a satisfactory driving record.

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.