

CLASS TITLE: HOUSING MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for management of the Housing division to include planning, directing, supervising and evaluating the operations and personnel, serving as liaison between Housing and other internal/external groups, agencies, businesses and citizens and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, directs, evaluates and supervises the Housing division operations and staff
- Directs, coordinates and analyzes the development of studies, grants, programs, activities and legislation
- Supervises the development and administration of division programs regarding community development, real estate, housing, homeless services and related programs
- Directs programs relating to housing development and re-development that will encourage new construction, property maintenance, and rehabilitation to provide neighborhood stability, encourage economic vitality and address substandard housing
- Directs contract negotiations with sub grantees/agents of the Community Development and City's housing programs
- Formulates, implements and reviews short/long term division and program policies, objectives, goals and plans
- Assists in the preparation of the division's budget, expenditures and administration of grant funds
- Establishes effective procedures to audit, monitor and evaluate divisional activities for effectiveness, sound fiscal management and adherence to grant provisions, legal requirements and department/City policies
- Submits reports and makes recommendations to appropriate committee, agencies and government units
- Directs and serves as a liaison between the Housing division and other government units, public and private agencies, businesses and citizens
- Consults with government staff, consultants, architects, attorney, engineers, business community and private/public developers as necessary
- Directs citizen participation processes regarding Community Development and Housing programs
- Informs others regarding division programs and developments
- Consults with state and federal programs and fiscal monitors to ensure adherence to policies, regulations, directives and recommendations
- Maintains communications with appropriate review bodies, agencies, officials and other City personnel and units as required
- Responds to inquiries, requests and complaints as necessary
- Provides assistance to and serves on appropriate public/private boards and committees
- Hires, trains, evaluates and disciplines Housing division staff, establishing and enforcing rules and procedures for efficient management and proper job performance
- Delegates authority and responsibility to staff to administer the division's projects and activities as needed
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business/public administration, planning/urban studies, real estate or a closely related field, and seven (7) years of responsible executive/management experience in housing and community or economic development programs; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of housing laws, regulations, ordinances, programs and resources; considerable knowledge of principles and practices of effective supervision and

personnel management and negotiating/team building techniques; considerable knowledge of project/contract management theory and practice and performance measurement; and knowledge of general operations and functions of local government services. Ability to identify housing and community development needs and develop plans; ability to prepare detailed documents/reports; ability to plan and direct the work of subordinates; ability to establish and maintain an effective working relationships with City departments, public officials, the business community and general public; ability to utilize resources, exercise leadership and execute/demonstrate professional consultation, initiative, ingenuity and sound judgement in solving housing and community/economic development problems; ability to effectively communicate both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 10 pounds; frequent carrying and pushing up to 5 pounds; frequent pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires travel to various City locations.

Class Code: 1038

EEO Code: E-02

Pay Code: EX-48

Group: Engineering, Planning and Technical

Series: Inspection

Effective Date: March 13, 2008