

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 1720
Approved by C.S.B.
October 6, 2010

COMMUNITY DEVELOPMENT PROGRAM MANAGER

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DEFINITION

Under general direction, develops, implements, and manages the coordination, administration, and operation of assigned comprehensive specialized housing, economic and community service programs, projects, and activities; performs other related work as required.

DISTINGUISHING FEATURES

Work in this class is characterized by the development and coordination of activities in functional areas; it is distinguished from that of lower classes by the assignment of and level of supervisory, managerial and administrative responsibilities with the focus of managerial functions on programs/projects and related research, analysis, operations, and consultant, community, and other agency work effort coordination.

EXAMPLES OF DUTIES

1. Manages comprehensive and/or specialized housing, economic and community development programs, projects, activities, and functions, including Community Development Block Grant (CDBG), Home Investment Partnerships (HOME) Program, and Homeless Prevention and Rapid Re-housing (HPRP) Program.
2. Conducts needs assessments; develops and implements responsive plans and work models.
3. Assists in coordinating the development, maintenance, and implementation of goals and objectives.
4. Develops, implements and manages programs, systems, procedures and operating methods; determines administrative and operational practices and procedures including those impacting daily operations and work flow, schedules and staffing, and involvement and commitment.
5. Functions as administrative authority, maintaining in-depth knowledge of specialized discipline; monitors and evaluates impact of related legislation, regulations and court rulings, and develops or adjusts programs and procedures accordingly.
6. Coordinates, facilitates, and leads activities with other City departments, divisions and work units, and with other agencies, community groups, institutions, contractors and consultants.
7. Prepares and administers grants, contracts and agreements; participates in and coordinates the selection of contractors and consultants; monitors performance standards and regulatory compliance.
8. Provides and coordinates staff and technical assistance to the City Council and to various boards and commissions; serves as secretary to boards and commissions as assigned.
9. Prepares technical analysis, reports and correspondence; makes presentations to the City Council, boards, commissions, community groups, and governmental bodies.
10. Maintains knowledge of housing, economic and community development trends including legislation, court rulings and professional practices and techniques; prepares related policy and procedural recommendations.
11. Investigates and resolves complaints.
12. Participates in the development and implementation of goals, policies and priorities.
13. Prepares and administers assigned budgets; provides fiscal oversight, including approving project budgets, reviewing and approving invoices and coordinating payment through established systems including interaction with the Integrated Disbursement and Information System (IDIS).
14. Supervises trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in public or business administration or a related field.

Experience: Four years of progressively responsible professional experience involving comprehensive program administration, development and implementation of policies and procedures, and project management involving local, state and/or federally funded programs such as the Community Development Block Grant and HOME,

neighborhood planning, community services and citizen boards.

Knowledge

Knowledge of principles of public and business administration including organization, personnel and fiscal management; principles and practices of housing, economic and community development; laws and code provisions related to housing, economic and community government assisted projects and programs; state and federal program legislation, regulations, implementation, compliance, and systems, particularly CDBG, HOME HPRP and IDIS; municipal government organization and operations.

Ability

Ability to effectively plan coordinate, administer, manage and evaluate comprehensive and/or specialized programs, projects and activities; facilitate and coordinate group, community and interagency interaction and work efforts; perform both complex and routine administrative work with speed and accuracy; interpret and apply established City policies, procedures and codes; interpret and apply specialized federal and state legislation and court rulings; establish and maintain accurate records; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train, and evaluate assigned staff.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.