



## City of Irving Job Description

### Community Development Manager

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Planning & Community Development
<b>Job Code:</b>	23051	<b>Reports To (Job Title):</b>	Planning & Community Development Director

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#### PURPOSE

To manage and oversee the Community Development Division, including supervision, budget development, Board relations, grant administration, HUD compliance, performance management, and implementation of new initiatives. Interacts with the Planning Director, Library Services and Parks and Recreation Directors to ensure successful completion of targeted initiatives; effective Board relations; compliance within budget, bond covenants, and financial constraints; and staff development.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Supervise employees; including hiring, discipline, evaluation, training, complaint resolution.
- Assist Director in the development of annual goals, objectives, and priorities across various divisions; Monitor performance, develop and update tracking mechanisms, and implement process improvements.
- Oversee the preparation of the Annual Action Plan, Consolidated Plan; Annual Performance Reports for various grants, and Comprehensive Annual Performance Report; Collect, analyze, and present pertinent data to City Council; Plan, prepare, and coordinate publicizing of all public hearings and notices.
- Develop annual Community Development division budget and assist with the development of the Planning & Community Development budgets; Prioritize staff recommended funding levels for programs and initiatives; Coordinate budget development with Finance staff, boards, and HUD Consolidated Plan.
- Gather, report, and approve information provided to the U.S. Department of Housing and Urban Development, Texas Department of Housing and Community Affairs, boards, and various city reporting mechanisms.
- Monitor performance, contracts, payments, sub-recipient agency monitoring, internal controls, timelines, etc.
- Prepare correspondence to inform the Housing and Human Services Board about various program-related issues.
- Manage daily operations of the division, which includes the prioritization of competing time requirements, establishing best practices, increasing customer service levels, etc.
- Act as liaison to various community-based or interdepartmental groups, such as the Dallas Area/Irving Continuum of Care, Metro Dallas Homeless Alliance, and Irving Community Action Network.
- Coordinate departmental marketing efforts, such as ICTN coverage, City Manager's Reports, proclamations, public hearings, special events, City Spectrum articles, etc.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Perform other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 10 employees.

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 30 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Develop, administer, monitor, and coordinate the Community Development Division budget of between \$6-9 million dollars covering multiple grant sources over multiple years; Review and approve payments; authorize checks, review, and approve draw down of government funds.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Bachelor's Degree in Business Administration, Social Science, Political Science, or similar field of study required.
- Master's in Public Administration or similar field of study preferred.

### **EXPERIENCE**

- Minimum of five (5) years of management experience required, including two (2) years in federal grant program administration.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license, or the ability to obtain upon hire, may be required.

### **KNOWLEDGE OF**

- Administration and management: Principles and processes involved in business and organizational planning, coordination, and execution including strategic thinking, resource allocation, and leadership techniques.
- Law and Government: Laws, legal codes, procedures, regulations, agency rules, especially CFR 24 parts 50, 58, 91, 92, 570, and 576 and related policies, standards, and procedures.

- Budget and Accounting principles: Developing plans and budgets, monitoring budget vs. actual, accounting principles and practices related to general ledger, accounts payable, etc.
- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.

## **SKILLS AND ABILITIES IN**

- Quantitative Analysis: Analyzing and interpreting statistics and other quantitative data.
- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Group Facilitation: Aiding in finding group consensus.
- Service Orientation: Actively looking for ways to help people.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction; especially, with respect to time & project prioritization.
- Written and Oral Expression: Effectively communicating information and ideas in writing, as well as through speech, so others will understand.
- Persuasion: Convincing others to approach things differently.
- Interactive Presentation: Effectively presenting information and responding to questions from diverse audiences.

## **GUIDANCE RECEIVED**

### **City Mission and Goals**

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

## **CONTACTS**

Internal contacts – City Council members, city manager, deputy and assistant city managers, directors and assistant directors, managers and employees at all levels of the organization on a daily basis both in formal and informal settings.

External contacts – Housing and Human Services Board members, Parks & Recreation Board and similar City Board members, representatives of HUD, TDHCA, Dallas County and other governmental agencies, representatives of multiple social service agencies such as Irving Cares, Salvation Army, Brighter Tomorrows, etc., residents seeking assistance with housing and other care on a daily basis both in formal and informal settings.

## **EQUIPMENT AND PROPERTY**

This position regularly utilizes a computer and other office equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is constantly required to balance, carry, listen, reach, see, sit, stand, talk and walk. Frequently, s/he is required to drive a vehicle, lift up to 10 lbs., and stoop.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The work environment is a general office setting, in which the noise level usually is moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.