



City of Irving Job Description

Community Development Programs Supervisor

FLSA Status:	EXEMPT	Job Department:	Community Development Division
Job Code:	H091	Reports To (Job Title):	Community Development Manager

PURPOSE

To manage and coordinate the programs, activities, and daily operation of the federal programs administered by the Community Development Division, which includes Down Payment Assistance, Home Rehabilitation, Social Services Programs, In-house Rental and Rapid Rehousing programs, housing construction, and public facilities construction).

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Along with the Community Development Manager, assume management responsibility for the daily operations of federal programs administered by Community Development such as down payment assistance, Home Rehabilitation, Social Services programs and in-house rental and Rapid Rehousing programs, housing construction, and public facilities construction programs.
- Ensure all programs adhere to City and Housing and Urban Development rules, regulations and guidelines.
- Participate in and coordinate the development and implementation of goals, objectives, policies, and priorities for the programs; identify resource needs; recommend and implement policies and procedures.
- Select, train, motivate and evaluate program staff; provide or coordinate staff training; work with employees to correct deficiencies.
- Assist with managing the division’s performance and productivity; direct, coordinate and review the work plan for the Community Development division, which includes meeting with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work products, methods and procedures.
- Initiate and review management analysis or problem solving of issues affecting the Division. Assess the effectiveness of service delivery methods and identify opportunities for improvements; review with appropriate management staff; implement improvements.
- Assist the Community Development Manager with managing and participating in the development of the Division annual program budget; forecast funds needed for staffing, equipment, materials, and supplies; direct the monitoring of expenditures, approving as appropriate; recommend adjustments as necessary.
- Prepare and make presentations about Community Development programs to Housing and Human Services Board, City Council and outside agencies.

OTHER DUTIES AND RESPONSIBILITIES

- Perform related 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 5 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

This position provides budgetary recommendations, oversees monthly budget to actual spending, assists with payment processing, etc. Annual estimated budget is approximately \$3.3 Million.

QUALIFICATIONS:

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

EDUCATION

- Equivalent to a Bachelor's degree in business or public administration, accounting, finance, or a related field of study.

EXPERIENCE

- At least three (3) years of experience, with one (1) year of supervisory experience required.
- Two (2) years of related experience in supervision would be beneficial.

CERTIFICATES, LICENSES, REGISTRATIONS

- A valid, state-issued driver's license or ability to obtain one within 6 months of hire.

KNOWLEDGE OF

- State and Federal regulations (including HOME, CDBG, ESG), reporting requirements and eligible activities.
- English Language: Language: The structure and content of the English language, including the meaning of words and grammar.
- Project development process (Planning, implementation, and closeout).
- Project management: methodologies, tools, and resources for managing large projects.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office suite.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as HUD reporting systems, including: Federal Integrated Disbursement Information System (IDIS), ESNAPS, FFATA, HMIS and various other federal reporting tools.
- Customer Service Management: Principles and processes for providing customer and personal services.

- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Confidentiality: Methods and techniques of the proper handling and precautions for classified, confidential, and sensitive information.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail when dealing with numbers, words, and ideas.
- Time Management: Managing time wisely to complete assignments on time.
- Policy Comprehension: Accurately interpreting federal regulations, policies, and procedures.
- Relationship Maintenance & Networking: Developing relationships with developers, clients, and personnel in other city departments.
- Written and Oral Expression: Effectively communicating information and ideas in writing, as well as through speech, with a wide variety of people, often with diverse views and opinions, including citizens, agencies, and management.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction
- Effective Self-Management: Working independently, with minimal supervision, while maintaining a high degree of proficiency.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Performance Measurement/Strategic Planning: Managing and maintaining performance measures, KPI's, strategic goals, and implementing quality improvement programs/project management methodologies.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Service Orientation: Actively looking for ways to help people.
- Multi-tasking: Working with multiple people, issues, and technological equipment simultaneously.
- Sequencing: Correctly following a given rule or set of rules to arrange things and actions.
- Composure under Stress: Remaining composed and making sound decisions during stressful or sensitive circumstances, such as when under pressure from clients.

GUIDANCE RECEIVED

Accepted Methods and Procedures

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

CONTACTS

Internal this position interacts frequently with other city staff, including upper management and HHS Board members. Externally, this position frequently engages with residents, vendors, and outside agencies.

EQUIPMENT AND PROPERTY

This position regularly utilizes a computer, copier, cell phone, and city vehicle.

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 lift up to 10 pounds, listen, see, sit, stand, talk, and walk. Frequently, s/he is required to carry, drive a vehicle, and grasp.

WORK ENVIRONMENT

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

The employee occasionally may encounter stress. The noise level in the work environment usually is low to 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.