

**CITY OF GLENDALE**

**TITLE: Revitalization Supervisor CLASS CODE: 513**

**REPORTS TO: Revitalization Administrator GRADE: 26**

**DEPARTMENT: Community Partnerships FLSA: E**

**JOB SPECIFICATION DATE: July 1, 2005 bwg**

**JOB SUMMARY:**

Plans, organizes and supervises the revitalization programs and staff in the Direct Delivery Services function of the Neighborhood Community Division.

**ESSENTIAL FUNCTIONS:**

1. Develops and administers community revitalization programs involving housing, rehabilitation, slum and blight removal, public improvements, public services and economic development by developing procedures and recommending policy modifications.
2. Researches, evaluates, and determines community development needs in Glendale.
3. Reviews federal regulation to ensure compliance; makes recommendation for program compliance, trains staff on changes.
4. Provides architectural and project management services for rehabilitation projects including performing property evaluations, and development of design, specifications, cost estimates, work specification, site inspections and progress payments.
5. Assists in developing and monitoring the Direct Delivery Services budget.
6. Investigates and resolves customer and contractors concerns
7. Reviews and approves final finance loan documents.
8. Prepares quarterly progress reports on status of projects for management.
9. Develops procedures for the Direct Delivery division and recommends modifications to policies.
10. Prepares written & oral communications including council communications, program reporting, request for proposals, contract documentation and general correspondence.
11. Administers Labor Standard provisions for public improvement projects. Activities include, providing input at construction conferences, monitoring wage determinations, reviewing and approving progress payments, conducting on-site interviews with project workers to establish compliance with regulations.
12. Coordinates projects with other City departments, governmental agencies, private entities, contractors, architects and local residents.
13. In conjunction with the Revitalization Administrator, establishes and monitors program goals and performance.

**SECONDARY FUNCTIONS:**

14. Represents the City at special events to promote revitalization activities.

15. Develops computer database and administers record keeping for all program activities.
16. Serves on City and Neighborhood committees, boards and task forces.
17. Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS, ABILITIES:**

#### **Knowledge of:**

Autocad & construction software  
Neighborhood Revitalization Programs.  
Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and Historic Preservation.  
Program policy analysis and development.  
Mortgage loan underwriting, property title evaluation, and principles of real estate law.  
Building codes, zoning ordinances and other engineering standards, federal, state and local codes related to housing rehabilitation activities.  
Environmental Review Records.  
Labor Standard Provisions.  
Principles of contract administration.  
Procurement of subrecipient and consultant services.  
Computer applications.  
Uniform Relocation Act (URA).  
Americans with Disabilities Act (ADA).

#### **Ability to:**

Effectively supervise, train and develop staff.  
Effectively interpret federal, state and local statutes, codes and regulations.  
Communicate effectively verbally and in writing.  
Effectively negotiate contracts.  
Establish effective working relationships with clients, contractors, community groups and residents of varying socioeconomic backgrounds.  
Analyze policies guiding revitalization programs and develop solutions to increase program effectiveness.  
Analyze complex financial and statistical data.

### **WORKING CONDITIONS:**

Office setting, with occasional field inspections.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in Urban Planning, Public Administration, or a related field and four years project management experience in housing rehabilitation, construction, or grant funded programs or Community Development including one year of supervisory experience.  
Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS:**

Valid Arizona Driver's License.