

CITY OF GLENDALE

TITLE: Revitalization Administrator CLASS CODE: 517

REPORTS TO: Community Housing and Revitalization Director GRADE: 32

DEPARTMENT: Neighborhood Resources FLSA: E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Implements the programs and related activities of the Neighborhood Revitalization division. Administer, manages and evaluates federal grants programs associated with revitalization projects, housing related programs, and social service delivery programs. Manages a staff of professional and technical employees.

ESSENTIAL FUNCTIONS:

1. Manages the activities and the staff of the Neighborhood Revitalization Division.
2. Interprets, administer, and monitor federal regulations and overlay statues related to the Community Development Block Grant (CDBG) and HOME Investment Partnership program.
3. Oversees the development of comprehensive evaluation reports and strategic long-range plans including the assessment of neighborhood capital improvement needs, housing related needs, and social service needs.
4. Administers the citizen participation process for the allocation of federal funds manages public hearings, ensures programs and projects submitted meet the national objectives of the federal programs.
5. Staff liaison to the Community Development Advisory Committee, guides committee on use of federal funds, makes presentations to the committee and the city council of federally funded projects; informs the committee of relevant and political sensitive issues.
6. Reviews and authorizes all contracts with social service agencies and intergovernmental agreements with government agencies receiving federal funds, monitors contracts.
7. Administers and authorizes expenditures for all federally funded projects including the formal draw from the national computerized financial system; monitor and authorize expenditures for housing rehabilitation programs and emergency expenditures for health and safety situations.
8. Researches and prepares Council Communications and correspondence to federal and other public agencies; represents the city in intergovernmental task forces.
9. Develops and administers the implementation of housing related programs, capital improvement projects, and programs that remove blight; ensure all projects meet the federal regulations and objectives of the federal programs.
10. Monitor and oversee large, complex capital improvement projects for social service agencies, city departments and neighborhoods; oversee the complex demolition projects.
11. Conducts research on national housing related programs, works with city departments, non-profit developers and private developers to increase and preserve affordable housing.
12. Monitor the implementation of federal overlay statues such as Lead Based Paint, Prevailing Wages Standards, Fair Housing, Uniform Relocation Act, and Office of Management and Budget circulars.

13. Make presentations to social service agencies, government agencies, citizens groups and elected officials. Responding to community issues and concerns.
14. Researches and prepares timely resolutions to technical, complex issues concerning revitalization projects and citizens concerns.

SECONDARY FUNCTIONS:

15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Neighborhood revitalization programs.
Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and Historic Preservation.
Community organizations, their leaders and available resource.
Customer service and problem resolution practices.
Municipal finance and budgeting.
Program policy analysis and development.
Principles and practices of grant and public administration.
Social issues and needs related to neighborhoods.
Public administration budgeting and accounting.
Housing rehabilitation and financing.

Ability to:

Interpret, explain and enforce federal, state and local regulations governing community revitalization.
Understand how broad view issues relate to City's operations. Plan and organize the work of a program area.
Effectively supervise, train and develop staff.
Analyze and interpret data gathered from research and prepare clear and concise reports.
Establish and maintain effective working relationships with governmental officials, other city departments, citizen groups, community leaders, businesses, grant agencies, contractors and the general public.
Deal effectively with difficult situations, solve problems and complaints.
Communicate effectively verbally and in writing.
Prepare and monitor annual operating budget and grants.

WORKING CONDITIONS:

Office setting. Attends neighborhood meetings and makes field inspections at construction sites.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business or Public Administration or a related field and five years experience involving community development, grant administration in a community based program or housing rehabilitation and two years 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.