

## COMMUNITY DEVELOPMENT DIRECTOR

**DEPARTMENT** : **COMMUNITY PLANNING & DEVELOPMENT**  
**SALARY/GRADE** :  
**FLSA** : **EXEMPT**  
**CIVIL SERVICE** : **NOT INCLUDED**  
**BARGAINING UNIT** : **NON-BARGAINING**

### GENERAL STATEMENT OF DUTIES

Responsible for developing and implementing policies, programs and practices in community development, housing, grants, downtown renewal, acquisition and relocation, and Federal and State aid programs in compliance with HUD regulations. The work is performed under the general direction of the City Planner, but considerable leeway is granted for the exercise of independent judgment and initiative. This is an Assistant Director position. Supervises seven professional, technical and clerical employees.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Establishes and maintains liaisons with Federal, State and other governmental subdivisions.
2. Analyzes and interprets operating, administrative and financial reports including identification of problems and solutions.
3. Establishes and maintains relationships with civic and public interest organizations to promote support for Department of Housing and HOME programs, housing and other Federal and State programs.
4. Plans, organizes and directs commercial loan program.
5. Develops new programs to improve housing and economic conditions in the City.
6. Prepares, administers and monitors, through application and performance reports, the Community Development Block Grant Program and HOME budgets.
7. Actively participates in City and Federal audits of HUD-sponsored programs.
8. Under the direction of the City Planner, interviews and makes recommendations on hiring of Block Grant staff.
9. Develops and implements a comprehensive housing plan for the City of Waterloo, integrating all elements of federally funded housing into a coordinated, long-range plan.
10. Conducts ongoing evaluation of staff and program performance including completion of annual performance reviews of Community Development employees.
11. Advises and consults with City Planner, Mayor and City Council on Community Development funding and programs that impact the economic development of the City.
12. Coordinates preparation of statistical tabulations, compiles information and develops reports for Mayor, Council, State and Federal auditors, and HUD on Community Development Block Grant and HOME programs and funding, as requested or required.
13. Attends City Council, Agenda, department head, budget, Community Development Board and other meetings as required.
14. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
15. Maintains effective communication with agency representatives and individuals using Community Development services, HUD and other government agencies.

16. Works independently and with others with limited supervision.
17. Attends work regularly at the designated place and time.
18. Performs all work duties and activities in accordance with City and Community Planning & Development policies, procedures and safety rules.
19. Performs related work as assigned.

**REQUIRED KNOWLEDGE & ABILITIES**

1. Thorough knowledge of Federal, State and municipal regulations and procedures governing community development, housing and economic development programs.
2. Knowledge of principles and practices of public administration, urban planning, budgeting and economic development.
3. Knowledge of laws, regulations and rules pertaining to Federal and State funded programs.
4. Personal computer skills and ability to learn related software applications, enter and retrieve information on a computer, develop computer-generated reports and update records.
5. Ability to supervise, direct, monitor and review professional, technical and clerical staff.
6. Ability to plan, organize and promote community and economic development programs.
7. Ability to read, understand and follow government regulations and to analyze and interpret data, review materials on a variety of grant programs and act as liaison with other government subdivisions.
8. Ability to review operating and financial statements and administrative reports.

9. Ability to respond to questions from government agency representatives, Community Development Board members, the media, elected officials and the general public tactfully and in a clear, concise and easily understandable manner.
10. Ability to maintain effective working relationships with Board members, elected officials, other City employees, supervisors, Federal, State and other government subdivisions and agencies.
11. Ability to coordinate and monitor record keeping of community development activities to insure accuracy.
12. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

**ACCEPTABLE EXPERIENCE & TRAINING**

1. Bachelor's Degree in business management, public administration, planning and finance, or related field with minimum five years progressively more responsible experience, including supervisory experience, in community development, planning, housing or related field  

**OR**

 Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.
2. Personal computer skills
3. Prefer municipal government experience.

**ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Speech and hearing that permits the employee to communicate effectively with other employees, elected officials, Federal, State and other government subdivisions and .
2. Personal mobility that permits the employee to operate a passenger vehicle safely, visit various community development funded

sites, move from one City facility to another, and attend meetings in and out of town.

3. Vision and manual dexterity that permits the employee to operate a personal computer, handle files and perform other administrative responsibilities.

**MISCELLANEOUS**

1. The City of Waterloo will conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.

2. If driving a City vehicle, must have Iowa Driver's License and good driving record based on City of Waterloo insurability criteria.

**WORK SCHEDULE**

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch. Must also be available outside these hours for department or City activities or meetings that require the attendance of the Community Development Director. Will be required to travel out-of-town several times a year.