

**JOB DESCRIPTION**

**DIRECTOR OF COMMUNITY DEVELOPMENT & HOUSING**

Located in the southeast corner of Kansas, Pittsburg is a thriving community of hardworking people. This forward-moving city is the place to put down your roots.

**POSITION SUMMARY**

Responsible for the strategic planning, oversight and implementation of the City's residential housing programs, commercial redevelopment and revitalization projects and managing the City's land bank and public housing initiatives. The Director is involved in all aspects of administration of housing programs, procedures and objectives; management of special grants and funding to ensure compliance with state and federal regulations and City codes.

**DUTIES AND RESPONSIBILITIES**

* Works directly to aid developers in building housing, with an emphasis on utilizing the Rural Housing Incentive District Program (RHID) and Moderate Income Housing Grants (MIH).
* Works with the City Manager to determine future land use needs, manage land assets and infrastructure development to manage future housing and business development growth. Maintains a City land bank including asset management and fiscal reporting.
  + Conducts on-site inspections of land developments and related zoning to verify compliance with City, state and federal regulations.
* Works in collaboration with the Planning and Zoning Commission, Public Utilities and Public Works to review, research and analyze development proposals, rezoning and conditional use requests, preliminary and final plats, site plans, zoning text amendments and annexations. Completes long-range studies, writes reports, drafts ordinances and other regulations.
* Responsible for oversight, budget planning and accountability for short-term and long-range projects; Secures and monitors loans and grants for new development construction activities, the land bank and the following housing programs: rehabilitation, emergency repairs, accessibility and voluntary demolition.

**DUTIES AND RESONSIBILITIES continued**

* Responsible for interviewing, hiring, promoting and supervising department staff; provides opportunities for training and staff development, conducts performance evaluations, monitors time and attendance and handles disciplinary matters.
* Meets with property owners, citizens, attorneys, developers, realtors, architects, engineers and contractors to assess community needs, discuss development proposals and projects. Conducts research and provides technical assistance on community development and housing issues.
* Oversees grants for the department. Manages and coordinates Community Development Block Grants (CDBG), HOME, Emergency housing and other grants awarded to the City to ensure compliance with private, state and federal regulations and requirements. Reviews grant progress and submits reports to funders. Serves as the City liaison with State and Federal housing representatives and funders.
* Attends City Commission meetings and makes recommendations and provides updates on land use, housing developments and funding allocations.
* Attends City Land Bank and Planning and Zoning board meetings and provides updates as needed.
* Serves as the lead contact person for the Continuum of Care grant which provides the City of Pittsburg with approximately $2 million annually. Adheres to reporting requirements and tracking, and prepares reports to HUD and other funders, grant savings and rent rolls.
* Manages completion of the five-year Consolidated Action Plan and the one-year Action Plan including narrative, budget, performance measures, and citizen participation in accordance with HUD rules, regulations and guidelines. Compiles data and prepares annual report.
* Oversees City Codes and Building Inspectors.

**POSITION COMPETENCIES**

* Knowledge of ordinances, state and federal laws relating to land development and housing compliance, including CDBG, HOME, ESG, Shelter+ Care.
* Knowledge of housing incentives including RHID and MIH.
* Knowledge of management and supervisory techniques.
* Knowledge of the principles and practices of urban planning.
* Ability to review, analyze and interpret data and complex plans.
* Ability to establish and maintain effective working relationships with other City departments, public agencies, the general public and boards and committees.
* Ability to budget, plan, implement and evaluate project success; Ability to comprehend long range plans provided by State, Federal and/or local programs.
* Ability to communicate effectively, both orally and in writing, including public presentations and written communications.

**EDUCATION**

* Bachelor’s degree in Public Administration, business administration, or closely related field.
* Minimum of five years’ experience working with federally funded housing program Compliance.
* Possession of a valid Driver's License.

**The City of Pittsburg is an Equal Opportunity Employer**

**Department:** Community Development **Classification/FLSA:** Full time, Exempt

& Housing

**Location:** City Hall **Reports To:** City Manager

**Supervises:** Community Development **Salary Range:** $78,723 - $102,340 yearly

& Housing Department

**Benefits:** Per City Handbook **Travel:** As needed

**Date Written/Revised:** 07/21/2022

**DIRECTOR OF COMMNUITY DEVELOPMENT & PLANNING continued**