

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 275

HOUSING AND URBAN IMPROVEMENT DIRECTOR

GENERAL

Responsible managerial and professional work in coordinating and administering housing and community development projects for the City. Work is performed under general direction.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supervises and coordinates professional and technical personnel in planning, designing, developing and implementing housing, community and economic development projects.

Prepares studies, projections, maps, reports and recommendations for community improvement and economic development projects. Serves as liaison between civic groups, private and public agencies in solving housing and community development problems and promotes the goals and objectives of the City's redevelopment efforts. Coordinates the development of comprehensive Community Development Block Grant, HOME and State Housing Initiatives Programs and determines other needed programs. Programs include housing rehabilitation, residential acquisition and relocation, environmental reviews, neighborhood facilities, and capital improvement projects.

Assists in development of long-range plans for the target area and for other City areas. Monitors compliance of programs and projects with applicable Federal, State and local laws and regulations.

Designs marketing strategies to encourage development of new or deteriorated areas. Develops economic development goals and objectives and assists in implementing economically advantageous programs and business/commercial development projects. Attends meetings of various private and not for profit agencies, governmental groups and homeowners/civic associations to provide information or recommendations. Assists with presentations before the City Commission, Community Redevelopment Agency, Florida Chamber of Commerce and other advisory boards and governmental agencies. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of current federal legislation, including Housing and Urban Development regulations governing Community Development Block Grants, and state legislation as well as related regulations in the field of housing and community-economic development. Considerable knowledge of the principles and practices of intergovernmental relations and grantsmanship and neighborhood organizing and empowerment. Ability to direct, supervise and train subordinate personnel. Ability to plan and conduct meetings and conferences. Ability to analyze situations accurately and to plan and

adopt an effective course of action. Ability to establish and maintain effective working relationships with private and public agencies, organizations and individuals.

MINIMUM QUALIFICATIONS

Bachelors degree in Urban Planning, Public Administration, or a closely related field. A Master's degree is preferred. Considerable experience in planning and marketing economic development. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 11/03

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.