HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Does Not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age, or Disability in Employment or the Provision of Services.

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment.

JOB POSTING

Date:	2/10/2009	**Department:**	Housing
Title/Job Code:	Housing Director (752)	**Reports To:**	Development Service Director
Pay Grade/Salary Range:	PG 26 $22.33 - $36.88	**Closing Date:**	Open Until Filled

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Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved *Bid Form* and an updated *Job Application*. Employee bids and applications for this position *may not* be received after six o'clock (6) p.m. on the closing date stated above without the specific permission of Human Resources.

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POSITION PURPOSE & OBJECTIVES:

A professional position responsible for performing administrative, supervisory, and professional work associated with the housing and grants coordination for the Board of County Commissioners.

ESSENTIAL JOB FUNCTIONS:

Responsible for the receipt, allocation, expenditure, evaluation, reporting, and the management of the SHIP Program, Community Development Block Grant(s), and other programs associated with Highlands County's maintenance and enhancement of designated communities. Plans, schedules, assigns, reviews, and coordinates community development block grant activities to insure compliance with County procedures, and State and Federal regulations.

Coordinates program activities with other County departments, public and private organizations. Works with lending institutions to develop criteria and guidelines for innovative programs. Develops improvement plans and strategies for target neighborhoods in coordination with the Director and, where applicable, neighborhood groups. Coordinate the elimination of unsafe structures within targeted neighborhoods.

Establish and implement programs with the responsibility of ensuring adequate and affordable housing for present and future County residents, and for households with special needs in accordance with the housing element of the Highlands County Comprehensive Plan and Land Development regulations. Coordinates implementation of CDBG projects and monitors their progress via status reports, reimbursement requests, financial records, and site inspections to insure Federal requirements are being met.

Assist in the planning and implementation of community re-development and related activities to eliminate and prevent the development and spread of urban blight, and to encourage community rehabilitation in accordance with F.S. Chapter 163.

Responds productively to change and performs all other related tasks as required and as directed.

This is a **Disaster Essential** position.

KNOWLEDGE, SKILLS, & ABILITIES:

Knowledge & Skills:

Knowledge of local, State, and Federal programs relating to community development, neighborhood improvement, and housing. Knowledge of, and ability to implement housing rehabilitation programs, including financing, implementation, and monitoring. Ability to meet and deal effectively with the public, and establish an effective working relationship with same. Ability to communicate effectively, both verbally and in writing, and to prepare concise, accurate records and reports, and written recommendations for changes, revisions, additions, and deletions to local procedures, resolutions and ordinances.

Physical Abilities:

Use of near vision. Ability to communicate orally with distinction and hear response. Ability to sit at work station for continuous periods of up to four hours. Ability to walk up stairs and over soft or uneven surfaces. Ability to operate a motor vehicle for continuous periods of up to four hours continuously.

SUPERVISORY RESPONSIBILITY: Direct supervisory over Housing Loan Processor and other staff as assigned.

WORKING CONDITIONS:

Continuous indoor work in an office environment, not to exclude public presentations and required attendance at Board meetings and other necessary functions. Occasional travel and outdoor work while inspecting building sites or housing projects.

MINIMUM QUALIFICATIONS:

Bachelor's degree in urban or city planning, economics, public administration or closely related field with three (3) years' progressively responsible management experience in neighborhood improvement, affordable housing or community development. A Masters' degree in one of the specified fields with one (1) year's professional experience is acceptable. Must possess a valid Florida driver's license while employed.