

ASSISTANT DIRECTOR, COMMUNITY DEVELOPMENT

Job Code	Pay Grade
10770	SM3b

Nature of Work

This is highly responsible professional, administrative and managerial work involving the community development and housing activities for Pinellas County. An employee in this class plans, coordinates and evaluates the activity of the Planning, Housing and Program Compliance Division which includes recommending reassignment of personnel or functions where appropriate. Duties also include identifying annual objectives, major initiatives and divisional tasks to meet goals for the department. A high degree of independent judgment, initiative, and administrative ability are required in planning, developing, coordinating and monitoring program activities and in working with technical representatives and officials to promote effective communication and cooperation. General guidance is provided by the Bureau Director, allowing employee latitude in determining methods for attaining objectives.

Minimum Qualification Requirements

- 8 years of experience in community development programs that includes 2 years in a supervisory or manager capacity; or
- Associate's degree in public or business administration, political science, planning, building sciences, architecture or related field and 6 years of experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Participates in developing, planning, administering and managing community development and housing activities; participates in developing policies and strategies to guide program.
- Plans, organizes, assigns and reviews work of subordinate supervisory and technical staff; establishes quality and quantity standards for services and work products.
- Approves changes in cost or scope of approved projects; participates in review and recommendation of funding proposals.
- Assists in preparing budget affecting related programs.
- Provides administrative support to project sponsors in developing proposals and agreements to meet program objectives.
- Reviews and interprets laws, rules and regulations which affect community development operations.
- Provides technical support to subordinates in developing data sources and automated information management systems to collect, monitor and maintain data.
- Supervises preparation, review and implementation of various grant programs.
- Leads or participates in special studies and activities.
- Liaison with governmental agencies and community groups on community development matters.
- Operates a personal computer and performs other related clerical and administrative duties.
- Assumes duties and responsibilities of director, in his absence.
- Performs related work as assigned or required.

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Knowledge, Skills, and Abilities

- Knowledge of Community Development Block Grant and community development and housing programs and operational aspects in implementing various types of projects and programs.
- Knowledge of applicable legislation, rules and regulations and policies pertaining to area of responsibility.
- Knowledge of local and federal housing and neighborhood programs.
- Knowledge of principles and practices of property rehabilitation and financing.
- Knowledge of housing requirements of low and moderate income families, and agencies rendering social, economic and related assistance.
- Knowledge of minimum housing standards, building and zoning regulations.
- Skill in public speaking, and ability to deliver effective public presentations, address community associations, participate in discussion panels, and conduct media interviews.
- Ability to coordinate the activities of various municipalities, sub grantees, and other agencies.
- Ability to supervise the work of a moderate to large staff of personnel.
- Ability to train, supervise and evaluate the work of assigned personnel; establish and maintain effective working relationships with government officials, superiors, fellow employees, and the public.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.

For official use only

Revised	EEOC Code	Overtime Code
8/09	Officials & Managers	Exempt