

BUREAU DIRECTOR, COMMUNITY DEVELOPMENT

Job Code	Pay Grade
10780	SM2b

Nature of Work

This is highly responsible administrative work directing and coordinating the functions of the Community Development grant programs and the Housing Finance Authority (HFA). An employee in this class is responsible for planning, directing and coordinating the development and compliance of all grants funding for housing and neighborhood enhancement. Responsibilities also include negotiating with investment bankers, lending institutions and community organizations to obtain tax-exempt bonds for housing for low and moderate income persons. Supervision is exercised over subordinate units engaged in housing rehabilitation, relocation and development programs and homeowner financing to first-time homebuyers through low interest mortgages. Incumbent reports to the Assistant County Administrator who provides general guidance but allows employee considerable latitude for independent judgment and initiative in procedures and methods to attain objectives.

Minimum Qualification Requirements

- 10 years of progressively responsible experience in community development, housing or related field that includes 3 years of highly responsible administrative, supervisor, and/or manager responsibility; or
- Associate's degree in public or business administration, urban studies, or in one of the behavioral sciences and 8 years experience as described above; or
- Bachelor's degree and 6 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.)

- Develops policies and procedures; implements and coordinates program objectives for Housing Finance Authority (HFA) and assures compliance with local, state and federal tax law.
- Evaluates financial alternatives for housing programs and projects, including risk, financial and public purpose returns to the HFA and Pinellas County.
- Coordinates activities with investment bankers, bond counselors and financial advisors, on control of revenues received from sale of tax free bonds.
- Negotiates required, inter-local agreements for multi-county, single-family programs.
- Introduces required HFA actions at Board of County Commissioners meetings.
- Hosts HFA meetings; coordinates agenda and recommends items for adoption/action.
- Negotiates and approves fees paid to professionals associated with each bond finance transaction and ongoing compensation.
- Markets designated single-family properties through media promotions.
- Approves HFA contracts for special studies on purchase price limits, targeted area surveys, marketing projects and special contractors/vendors.
- Represents HFA in court as an expert witness, when subpoenaed.
- Oversees development and compliance of grant funding, approving major policies and funded projects.
- Provides administrative and managerial oversight over operational areas, budgets and personnel.
- Formulates long-range and short-range goals, with consideration of county goals and objectives.

BUREAU DIRECTOR, COMMUNITY DEVELOPMENT (continued)

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Illustrative Tasks (continued)

- Directs subordinates providing assistance to citizen and community groups, to develop and enhance community awareness of housing and financial assistance programs.
- Gathers and analyzes industrial, commercial, residential and financial data, and reports to various groups interested in community development.
- Makes recommendations on the establishment, abolition and consolidation of ordinances, rules and regulations.
- Liaison with local municipal governments in association with a total County Community Development Program.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of Pinellas County goals, objectives, policy and direction, and ability to apply it to operational policies and procedures, and address service responsibilities to county departments and agencies, and work within established guidelines and policy.
- Knowledge of fiscal and budgetary principles; the differences between operating and capital fund budget requirements and administration; and ability to apply principles and practices of sound business management in a public organization, and administer ethical personnel and fiscal policies.
- Knowledge of the principles and practices of single and multifamily financing including bond financing underwriting and structuring.
- Knowledge of principles and practices of municipal bond programs.
- Knowledge of Community Development Block Grant Program regulations, State Housing Incentive Partnership Program, other related federal grant programs, the Internal Revenue Code related to private activity bonds, and state and federal laws relating to mortgage revenue bonds for single and multifamily bonds.
- Knowledge of real estate development and practices, housing market assessments and studies.
- Skill to determine the direction and focus of the organization; ability to lead individual work units toward maximum utilization of resources.
- Skill in negotiating contracts e.g. bond counsel, investment bankers and financial advisors, developers, and non-profit organizations.
- Skill in public speaking, to make effective presentations to a variety of audiences.
- Ability to present a professional image while communicating the county's mission, goals, and policy, to select groups and the general public.
- Ability to meet and deal tactfully and effectively with the general public and to express oneself clearly, in writing and orally.
- Ability to select, lead, motivate, and evaluate work of professional, technical, and administrative personnel; establish and maintain effective working relationships with county officials, advisory boards, employees, and the general public.
- 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