

County of Monroe

The Florida Keys



BOARD OF COUNTY COMMISSIONERS

Mayor David Rice, District 4
Mayor Pro Tem Sylvia J. Murphy, District 5
Danny L. Kolhage, District 1
George Neugent, District 2
Heather Carruthers, District 3

Employee Services
Human Resources
The Historic GATO Cigar Factory
1100 Simonton Street, 2nd Floor
Key West, FL 33040

Posting Date July 3rd, 2018

MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF **HOUSING RECOVERY ADMINISTRATOR, RECOVERY, FLORIDA KEYS** IS NOW OPEN AT PAY GRADE **119** SALARY **\$65,415.65 - \$101,394.27/40 HPW.**
(DEPENDING ON QUALIFICATIONS)

- | | | |
|--|---|--|
| • VETERANS PREFERENCE AVAILABLE: | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| • SAFETY SENSITIVE POSITION: | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| • GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| THIS POSITION: | <input checked="" type="checkbox"/> IS A CAREER SERVICE STATUS POSITION | |
| | <input type="checkbox"/> IS NOT A CAREER SERVICE STATUS POSITION | |

In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.



DIRECTOR, EMPLOYEE SERVICES

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

p.p.

MONROE COUNTY JOB DESCRIPTION

Position Title: Housing Recovery Administrator		Reports to: Local Disaster Recovery Director	
Position Grade: 119	FLSA Status: Exempt	Class Code: 119 -10	W/C CODE: 8110

GENERAL DESCRIPTION

Under direct supervision of the Local Disaster Recovery Director, this position must be able to understand and interpret federal and state eligibility requirements, including HUD program regulations for housing and non-housing programs; work independently and in a team environment in the analysis, formulation, development, and delivery of material and results; ensure programs are operating in compliance with all applicable laws, regulations, and policies; Understand Duplication of Benefits calculation and be able to perform third party verifications.

KEY RESPONSIBILITIES

1. Drafting action plan for the implementation of Community Development Block Grant - Disaster Recovery (CDBG-DR) allocation per FEMA-4337-DR-FL (Florida);
2. Designing and implementing policies and procedures for the implementation of CDBG-DR Program in Monroe County, Florida;
3. Meeting citizen participation and Environmental review requirements
4. Developing an application intake and evaluation process for CDBG-DR housing programs including buyouts, rehabilitation, elevation, infrastructure, and economic development program;
5. Coordination with representatives of municipalities in Monroe County in the CDBG-DR program implementation;
6. Provide monitoring and compliance oversight of the County's CDBG-DR activities, including development of a CDBG-DR Monitoring Policy & Procedure Manual;
7. Provide training for newly hired staff on applicant intake and eligibility, case management, property inspections, and contractor procurement procedures;
8. Performing Duplication of benefit calculations
9. Record keeping and reporting
10. Routine communication with county elected officials, county administrators, and department directors;
11. Communication with federal and state agencies;
12. Develop housing, economic development, and resiliency program and compliance

management systems as required by HUD;

13. Use of Disaster Recovery Grant Reporting Systems (DRGR)

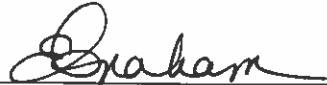
14. Develop process maps, policies and procedures, FAQs, RFPs, partner agreements, applications, feasibility analysis worksheets and HUD monitoring templates;

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: Housing Recovery Administrator	Class Code: 119-10	Position Grade: 119	W/C CODE:
---	---------------------------	----------------------------	------------------

KEY JOB REQUIREMENTS	
Education:	Bachelor's degree, Master's degree preferred, in public policy, city and regional planning, or closely related field supplemented by a minimum of five (5) years previous experience and/or training that includes community development, local government planning, and grant writing; or an equivalent combination of education, training, and experience. Should have Management Experience with Developing and implementing CDBG-DR implementation programs for local government or state programs. Valid Florida Driver's License.
Experience:	5 years minimum amount of previous experience. Experience in implementing a housing program, which includes rehabilitation, buyouts, and elevation, as well as programs for infrastructure and economic development. The candidate should have experience working with contractors implementing CDBG-DR projects, experience with the compliance requirements, monitoring and reports for the CDBG-DR program, experience managing staff and providing strategic direction, experience in financial management and procurement, environmental review, rehabilitation or reconstruction of both single-family and multifamily housing, infrastructure projects, federal labor standards, acquisition and relocation, fair housing, non-discrimination, citizen participation and other HUD requirements.
Leadership:	Oversee, plan, and implement major programs and services for the organization. I report on my progress to the organization's executive team.
Complexity:	Oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization. Analyze and make recommendations on how to improve the operational performance of the organization.
Decision Making:	Responsible for determining goals, policies, and desired outcomes for multiple units. Determine the appropriate level of resources to meet the organization's needs.
Relationships:	Provide updates to senior managers, elected officials, or other community groups or organizations. Work regularly with other Directors or senior managers to ensure the provision of efficient and effective services. Part of work performance is tied to how well respond to members of the community or internal peers within the organization.
Working Conditions:	Spend part of time working in an environment where errors can lead to significant physical or mental consequences for me or others. Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. Intermittently balancing, fingering, grasping, handling, hearing, mental acuity, speaking, talking, and visual acuity. Also requires sedentary work exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
On Call Requirements:	

APPROVALS		
Department Head:		
Name: _____	Signature: _____	Date: _____
County Administrator/Assistant County Administrator:		
Name: <u>Sheryl Graham</u>	Signature: 	Date: <u>2/22/2018</u>
Acting County Administrator		