



**Assistant Community Development
Director**

**Class Code:
3420**

PASCO COUNTY
Established Date: Oct 1, 2017
Revision Date: Feb 28, 2019

SALARY RANGE

\$65,166.00 - \$106,351.00 Annually

SALARY DISCLOSURE/GENERAL DESCRIPTION:

Salary Disclosure:

Starting Salary: \$65,166

Pay Grade: M43

Current Pasco County Employees: Please refer to the Career Service Manual for starting salary information.

General Description: Responsible managerial and technical work in overseeing various HUD Programs (CDBG, HOME, ESG, and HOPWA), the State Housing Initiative Partnership (SHIP) housing program with construction, rehabilitation, subrecipient compliance, and overall management.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES: All employees will be required to work before, during, or after an Emergency. During an Emergency employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

ESSENTIAL JOB FUNCTIONS:

Assumes managerial responsibility of department in absence of Community Development Director. Assist the Director as a representative of the County before State and National funders, legislative bodies and elected officials, public institutions, and solicit support in the development of pilot model programs for community development, and affordable housing programs. Support the Director in developing strategic and operational management plans for the Department.

Assist the Director in tracking goals related to the County's community development and housing programs and activities. Assist the Director in tracking long range department goals and provide periodic written reports.

Assist the Director in gathering data for the early stages of budget planning and budget work sessions. Plans, directs, coordinates, and supervises the activity of a major County community development program with appropriate staff, sub recipient agencies, and the public to comply with Federal, State, and local guidelines. Maintain knowledge of federal, state and local rules and regulations for a broad range of grant and loan programs and apply that knowledge to review/negotiate contracts with funders and grantees and establish administrative procedures for compliance with financial/legal requirements.

Prepares plans and grant application requests for community development programs. Monitors County compliance with Federal and State regulations. Writes procedures and policies for program operation.

Supervises staff in their preparation of reports, and construction documents. Assigns, schedules and supervises work, training, evaluates performance and administers discipline. Reviews program effectiveness. Develops evaluative procedures and controls as needed to ensure that the program management is proceeding in an effective and efficient manner.

Coordinates public infrastructure development with County departments, engineering consultants, and public works contractors. Extensive interaction with public, particularly not-for-profit agencies and residents. Establish and initiate public, nonprofit and private partnerships and collaborations for the

achievement of all programs and goals. Prepares complex reports and maintains records of programs to include the 5 Year Consolidated Plan, annual Action Plan and Consolidated Annual Performance and Evaluation Reports, the Local Housing Action Plan.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of Community Development Block Grant, HOME, Emergency Shelter Grant (ESG), and State Housing Initiative Partnership (SHIP) regulations and procedures.
- Ability to interpret applicable legislation, rules, and regulations.
- Ability to establish and maintain an effective working relationship with County employees, community officials, citizens and State and Federal officials.
- Master's degree is preferred.

MINIMUM REQUIREMENTS:

PHYSICAL SKILLS: Ability to communicate effectively using verbal, written, and visual communication.

EDUCATION, TRAINING AND EXPERIENCE: Graduation from a regionally accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Planning, or a related field. Five (5) years of progressively responsible and professional experience in government grant programs related to housing and community development with three (3) years of supervisory experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Must possess a valid driver's license.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: Pasco County is a drug-free workplace in accordance with Federal and Florida Law.

VETERANS' PREFERENCE: Under Section 295.07, F.S., Chapter SSA-7, Pasco County BCC provides to Veterans, that preference in appointment will be given to preference-eligible applicants.