

**HOUSING REHABILITATION MANAGER**  
**(Housing & Neighborhood Development)**

**Pay Range: \$22.68/hr. - \$33.97/hr. (\$47,174.40 - \$70,657.60/annually)**

**Shift: Monday - Friday, 8:00 AM - 5:00 PM (40 hours/week)**

**Location: 1290 Golfview Ave. Bartow, FL 33831**

***Health Benefits Package, Including Paid Holidays***

**Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:**

**MAJOR FUNCTIONS**

Planning, administrative, supervisory and technical responsibility for implementation of the Division's housing rehabilitation and replacement programs (funded by multiple grants). Responsible for the development and planning for all housing rehabilitation and replacement projects which includes design, bid phase, construction and warranties.

**ILLUSTRATIVE DUTIES**

Coordinate the development and review of policies and procedures intended to maximize the achievement of program objectives in a complex regulatory environment. Coordinates casework with Code Investigators, Building Inspectors, complainants, neighborhood associations, attorneys, the Purchasing Division, government agencies, Finance, County Attorney, and the Code Enforcement Board.

Plan, direct, coordinate, and supervise interpretation and implementation of housing programs designed to fill specific housing needs and deficiencies. Schedule, coordinate, and supervise projects. Attend construction and progress meetings held with contractors, and owners as required. Resolve conflicts and inconsistencies in program implementation and/or coordination with funding agencies, contractors, staff, and other county/municipal departments and agencies. Review change orders and other changes as necessary and provides information, recommendations, and/or evaluations to Housing and Neighborhood (HND) Manager. Act on Change Orders as directed. Conduct research and prepares reports related to the housing policy, program and practice innovations. Ensure adherence and compliance with all County, State, and Federal laws, rules and regulations that govern this program.

Perform budget estimates for the preparation of annual budgets and program funding proposals. Make recommendations to resolve cost expenditure problems. Track program expenditures proper allocation and accountability for personnel, equipment and materials. Review and approves requests for payment. Responsible for following up on any project questions prior to payment. Provide updates to management and customers.

Report on the status and progress for each project. Prepare comprehensive project report and related correspondence. Monitor and evaluate performance, provide feedback, support and coaching to enable staff to achieve or exceed performance standards. Supervise Housing Rehabilitation Specialists and Housing Administrative Coordinator. Plan and act on administrative and personnel matters. Plans, schedules, assist with and/or conduct staff training. Attend conferences, training, and meetings as required. Engage in public speaking at public meetings, information seminars and other venues. Develop and prepare agenda items for contracts requiring Board of County Commissioners' execution.

Perform other duties as assigned or as may be necessary.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Considerable ability to exercise independent judgment, analyze information, and formulate recommendations in administrative and personnel matters. Knowledge of business and management principles, practices, methods, and techniques. Knowledge of fiscal reporting systems, means of budget preparation, and record management systems.

Ability to learn applicable county, state, and federal laws, rules and regulations related to housing rehabilitation programs. Ability to become familiar with other agencies, resources, and municipalities. Ability to organize, schedule, expedite, and set work priorities; to plan, direct, manage, and coordinate the work of others; and to multi-task, work independently, and as a member of multiple team efforts. Ability to maintain an effective working relationship with employees, other department employees, officials, contractors, professionals, program participants, and the general public. Ability to communicate oral and written instructions and directions. Ability to formulate, interpret and prepare related reports, forms and files. Ability to read, understand and interpret contract documents, plans, and specifications.

### **MINIMUM QUALIFICATIONS**

Graduate of an accredited four (4) year college or university with a degree in a related field and three (3) years' experience in housing and community development programs.

Must possess a valid driver's license and be able to secure a valid Florida driver's license at the time of employment.

Eight (8) years' experience in housing and community development programs may be substituted for the college degree.

### **SPECIAL REQUIREMENT**

Experience in managing, coordinating, overseeing, or facilitating acquisition/securing and dispersal (including accounting for) federal and state grant funding.