



**CITY OF PALM BAY**  
Department of Human Resources  
120 Malabar Road  
Palm Bay, FL 32907

<http://www.palmbayflorida.org>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Housing Administrator (Community Development Administrator)**

*An Equal Opportunity Employer*

**SALARY**

\$55,061.00 - \$82,743.00 Annually

**OPENING DATE:** 02/06/20

**CLOSING DATE:** 03/01/20

**THE POSITION**

Bachelor's Degree in planning, public administration, business or a related field, and 3 to 5 years of experience working with grant funded programs such as CDBG, SHIP, or other similar program. Experience with the Integrated Disbursement & Information System (IDIS) preferred. Must possess a valid Florida's Driver's License and have and maintain an acceptable driving record.

**EMERGENCY DECLARATION STATUS**

CODE 1: Essential Employees may be required to work during an undeclared emergency and/or declared emergency. On an incident by incident basis, the employee's Department Head will make the determination as to who will be required to work.

**GENERAL STATEMENT OF JOB**

Under limited supervision, performs specialized research and administrative work to manage and monitor the City' Community Development Block Grant (CDBG), HOME Investment Partnership, Neighborhood Stabilization Program (NSP) and the State Housing Initiative Partnership (SHIP) Programs. Work involves researching available grants, preparing grant applications, developing and implementing programs, policies and monitoring program progress. Supervises and oversees the day-to-day operation of the Division and Division staff. Responsible for planning and reporting as required by City, State, and Federal regulations, using State and Federal software system, such as the Integrated Disbursement and Information System. Preparation of various reports and presentations to City Council, City Manager, and Department Director concerning the the status of programs. Reports to the Community & Economic Development Director (Economic Development & External Affairs Director).

**SPECIFIC DUTIES & RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Responsible for administering and monitoring the City's housing programs, to include programs funded by the U.S. Department of Housing & Urban Development, Florida Housing Finance Corporation, and the Brevard County Housing & Human Services.

Responsible for managing and supervising the Housing Division and Division staff and overseeing consulting contracts, agreements and subcontractors.

In coordination with the Department Director and Budget Office, prepare Fiscal Year budget, to include allocating, managing and monitoring all housing grants awarded to the City.

Responsible for researching available housing and community development grants and preparing grant applications; review local, State, and Federal regulations concerning grants, to include the CDBG, HOME, NSP and SHIP programs.

Prepares policies and program guidelines for the various housing programs, to include program goals and objectives, monitors program progress and budgets, and makes programmatic recommendations.

Assists clients with the preparation of documents, to include applications, forms, and other supplemental documentation as required.

Performs contract negotiations with building contractors and other vendors and serves as mediator between property owners and contractors; interacts with outside agencies providing public services to residents, and maintains relationships with relevant resource partners.

Makes recommendations to City Council through Department Director and City Manager on program policies, goals, objectives, administration and budget priorities.

Prepares and submits all related plans, amendments and annual reports as required by State and Federal regulations.

Coordinates with the Procurement Department to prepare requests for proposals or qualifications, bid documents and specifications, and is responsible for understanding State and Federal procurement policies regarding housing grants.

### **ADDITIONAL JOB FUNCTIONS**

Monitors monthly expenditure reports for Division.

Conducts Community Development Advisory Board meetings, public workshops as needed. and attends public hearings as it relates to housing programs of the City.

Performs related other work as required.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, Management reserves the right to modify, add or remove duties and assign other duties as necessary that are a logical assignment to the position.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.palmbayflorida.org>

OR

120 Malabar Road,  
Palm Bay, FL 32907

EXAM #1873

HOUSING ADMINISTRATOR (COMMUNITY DEVELOPMENT  
ADMINISTRATOR)

JM

### **Housing Administrator (Community Development Administrator) Supplemental Questionnaire**

\* 1. Do you possess a valid driver license and maintain an acceptable and safe driving record?

Yes

No

\* 2. This position requires a Bachelor's Degree in planning, public administration, business or a related field. Which best describes your level of education?

Master's Degree in planning, public administration, business or a related field

Bachelor's Degree in planning, public administration, business or a related field

Associate Degree in planning, public administration, business or a related field

Degree in unrelated field

- High School Diploma, GED or equivalent
  - None
- \* 3. How many years of experience do you have working with grant funded programs such as CDBG, SHIP or other similar programs?
- None
  - Less than 3 years
  - 3 to 5 years
  - 6 to 8 years
  - More than 8 years
- \* 4. Please describe your experience working with grant funded programs such as CDBG, SHIP or other similar programs. If none, please indicate by noting N/A.
- \* 5. Do you have experience with the Integrated Disbursement & Information System (IDIS)?
- Yes
  - No
- \* 6. Please describe your experience working with the Integrated Disbursement & Information System (IDIS). If none, please indicate by noting N/A.
- \* Required Question