

COMMUNITY DEVELOPMENT SUPERVISOR
(Housing & Neighborhood Development)

PG: 23 (\$50,523.20 - \$75,691.20)
Full Time 8:00 am - 5:00 pm
Opens 12/15/21 and Closes 12/29/21

Must have the physical, developmental, and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated. The job description herein provides for the range of duties to be performed for this position. It is not intended to reflect all duties that are required within this position.

MAJOR FUNCTION

Administrative and supervisory work assisting the Housing & Neighborhood Development Office in program management. Highly responsible, professional, and technical work requiring skills and knowledge of HUD Community Development Block Grant (CDBG), HUD Section 3, HUD Davis-Bacon Act requirements, and HUD Environmental compliance.

ILLUSTRATIVE DUTIES

Assist with the development, interpretation, and implementation of the CDBG program for local implementation. Develop programs to fill a specific community need. Assist with developing policies and procedures for maximizing program objectives. Prepare and present informative public presentations about the program. Review and assist with preparation of grant proposals and modifications as necessary. Supervise Community Development Specialist II staff and activities as needed.

Prepare comprehensive reports, relative correspondence, and memoranda. Review the monitor reports for assessment and evaluation of the program's goals and projections. Assist with preparation of budget and fiscal expenditures reports. Track program expenditures for proper allocations and accountability for all equipment, materials, and personnel. Act as liaison for all program aspects with county and municipal offices. Coordinate program activities with other agencies/departments and advisory boards. Coordinate administrative and personnel functions for CDBG staff, and address personnel matters. Attend conferences and meetings regarding the CDBG program and compliance function. Engage in public speaking at public meetings, information seminars and other venues.

Assist the Housing and Neighborhood Development Manager in the development, updates and implementation of the Section 3, Davis-Bacon Act and Environmental compliance policies and procedures. Monitor federally funded construction projects for compliance with the federal labor standards act, laws, rules, regulations, and environmental compliance, including applicable Section 3 laws, rules and regulations. Perform work in both office and field environments. Perform work assignments with minimum supervision and in compliance with approved procedures, practices, and methods. Plan and organize work activities and determines priorities. Monitor and ensure work quality, timeliness, and adherence to policies and procedures.

Work with municipalities on preparation of CDBG applications. Monitor all municipal projects and all CDBG infrastructure projects. Develop, implement, and maintain policy/procedures for monitoring federally funded construction projects for compliance. Develop, implement, and maintain policy/procedures for monitoring federally funded construction projects for compliance.

Request wage decisions from the Department of Labor and issue to users, as applicable. Review construction project bid documents and contracts for Section 3 and Davis-Bacon Act compliance.

Review construction project payroll reports for compliance with Davis-Bacon Act for wages. Conduct on-site interviews of contract and/or vendor employees. Prepare and conduct training workshops for Section 3 sub-recipients, contractors, and subcontractors. Submit all monthly reports by contract and funding source. Prepare and submit to HUD the Section 3 Annual Summary Report. Conduct all environmental research and reports as required by HUD for CDBG and HOME programs. Perform related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of business and administrative principles, practices, methods, and techniques
- Knowledge of fiscal reporting systems, and means of budget preparation and record management
- Ability to learn applicable county, state and federal laws, rules and regulations related to community development funded programs
- Ability to use independent judgment, analyze information and formulate recommendations
- Knowledge of federal labor standards rules, regulations, and ordinances applicable to CDBG entitlement program
- Knowledge of Section 3 of the HUD Act of 1968
- Knowledge of federal procurement regulations applicable to the CDBG program
- Knowledge of federal environmental regulations
- Ability to read, comprehend, interpret, and apply relevant rules and regulations
- Ability to develop and implement approved policies/procedures for compliance monitoring
- Ability to train, plan, direct and coordinate the work of others
- Ability to conduct public presentations
- Ability to collect, compile and analyze data
- Ability to maintain files and records and prepare reports

MINIMUM QUALIFICATIONS

Graduate of an accredited four (4) year college or university with major course work in public administration, planning, human services, or a related field and have a minimum of five years responsible experience in state and/or federal grant program experience, construction project compliance monitoring, compliance investigation, or related areas, and two (2) years supervisory experience.

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

A comparable amount of related training and experience may be substituted for the minimum qualifications, except the driver's license requirement.

SPECIAL REQUIREMENTS

This position may be required to report for work when a declaration of emergency has been declared in Polk County.