



Anoka County
Department of Human Resources
Invites Applications for the Position of:

COMMUNITY DEVELOPMENT MANAGER

An Affirmative Action/Equal Opportunity Employer

SALARY

\$27.97 - \$40.67 Hourly \$58,177.60 - \$84,593.60 Annually

OPENING DATE: :

CLOSING DATE: :

THE POSITION

Include responses to Supplemental Questions with the application no later than 4:30 p.m. on the closing date of the position. Resumes not accepted.

The Community Development Manager is responsible for program oversight and supervision of the Community Development Department including responsibility of federal and state funding exceeding \$5 million annually. The incumbent is required to provide staff direction, coaching and training to ensure program compliance. This position has the responsibility to ensure that Anoka County's grand funds received within this department are spent in a consistent and timely manner, meeting the requirements set forth by multiple grants. This position also performs technical assistance, project management, and monitoring, reporting and financial management. This position must be able to interpret complex federal and state regulations and ensure that all regulations are applied and enforced. In addition special projects may be assigned by the Community and Governmental Services Director, the Anoka County Housing and Redevelopment Agency (ACHRA) and County Commissioners.

EXAMPLES OF ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)

* Develop policy and procedure: identify need, gather information, consulting and reviewing county needs and programs.

* Management of multiple ever-changing Federal, State and local programs. Provide technical assistance to general public, City staff, Counsels, public services and developers to meet goals and priorities. Coordination and management of the Consolidated Planning process; preparation of major reports required by federal and State offices. Inform and assist program recipients of procedures and regulations. Review applications and make annual recommendations to HRA and County Board. Compile and submit planning documents such as: Consolidated Plan, annual Action Plan, Consolidated Annual Performance Evaluation Reports, Quarterly Fund reports for multiple funds, contract and financial reports.

*Supervision and management of department staff, individual coaching and trainings. Assist staff with technical assistance on programs and projects.

*Develop and monitor an annual department budget of \$5 Million including the coordination and implementation of multiple federal and state funding financial systems. Monitor expenditure rates of sub-grantees, recapturing and reallocating funding as necessary. Ensure each program is following required financial practices and tracking between internal and external source.

*Assist the Director of Community and Governmental Relations and Anoka County Housing and Redevelopment Authority in coordination of activities related to special projects. Representation at meetings and attend and assist ACHRA and at County Board meetings as required.

REQUIREMENTS

Bachelor's Degree in Housing, Public Policy, Public Administration, Urban Affairs or other related field or five years' experience in Community Development and Housing Programs.

Knowledge of and experience in Community Development programs including housing and redevelopment authorities, housing, public improvements and economic development;

Knowledge of state and Federal laws governing housing, Labor Standards, Uniform Relocation Act, Procurement, Environmental review, Lead Based Paint and Healthy Home programs, public improvement, Economic Development and Housing programs;

Knowledge of and understanding of public financing methods related to grants and loans;

Knowledge of planning, directing and coordinating major projects.

Ability to initiate work projects and make independent decisions while providing technical assistance to department staff;

Ability to supervise multiple staff, providing direction with training, performance and time management;

Ability to communicate effectively and present information and reports to the County Board, HRA Board, local units of government, the State of Minnesota and the U.S. Department of Housing and Urban Development;

Ability to operate, organize and maintain the Community Development programs with little to no direct oversight.

Anoka County complies with the Americans with Disabilities Act. (TDD-for hearing impaired 763-323-5544). If you need an accommodation because of a disability, or have further questions regarding the application process, please call Employee Relations at 763-323-5525.

GRADE LEVEL

Salary Grade: 14

Hiring Range: \$27.97 - \$28.81

2015 Salary Range: \$58,185 - \$84,596

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.anokacounty.us>

OR

Government Center, 2100 3rd Avenue

Anoka, MN 55303

763/323-5525

EXAM #15235
COMMUNITY DEVELOPMENT MANAGER
PK