



CITY OF CLEARWATER
invites applications for the position of:
Housing Manager
Economic Development and Housing Department

TARGET ENTRY SALARY: \$61,646.00 - \$65,000.00 Annually

OPENING DATE: 010/08/15

CLOSING DATE: 11/06/15 11:59 PM

The City of Clearwater Economic Development and Housing Department is seeking a professional manager to administer and implement all aspects of the city's affordable housing programs and projects funded by the US Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) Program. The manager will perform project management, compliance, and reporting functions to meet HUD and other program regulations. The employee works under the administrative direction of the Economic Development and Housing Director and/or Assistant Director with latitude for independent judgment as to details of program management.

DUTIES AND RESPONSIBILITIES:

- Manages the full grant cycle and application funding process for the City's entitlement grants from HUD to include, analyzing applications/requests for grant/loan funding from non-profit service agencies and housing development agencies. Prepares recommendations for funding proposals and writes Consolidated Action Plan. Prepares Consolidated Annual Performance and Evaluation Report and other annual or semi-annual reports needed by HUD;
- Oversees housing projects and programs to ensure compliance with applicable contracts, City and County codes and ordinances, and state and federal (HUD) regulations and laws;
- Establishes effective working relationships and confers with the public, public officials, agencies, local governments and the private sector to define and resolve housing challenges;
- Prepares and authors contract documents, including interlocal agreements, inter-department Letters of Understanding, Land Use Restriction Agreements, Promissory/Mortgage Notes and other documents related to multi and single-family housing development and rehabilitation;
- Prepares and reviews documentation for sub recipient funding agreements, grant/loan closings; and approves financial reimbursements of eligible expenditures;
- Monitors housing programs to evaluate effectiveness in meeting the needs of the community, furthering City goals, and use of public funds;
- Monitors activities of sub recipient grant programs per regulations, standards, and policy / procedures and provides ongoing technical assistance to agencies under contract;
- Prepares reports and presentation materials and delivers presentation to various public and private organizations and entities;
- Assists in the development of policies, procedures and standards;
- Responds to inquiries regarding potential low-income, affordable, senior, workforce and multi-family residential investments in the community.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business or Public Administration, Urban Planning, Real Estate, Finance or a closely related field, and five (5) years of administrative experience in management and compliance of federal grant programs (specifically CDBG and HOME). Experience desired in community development and affordable housing programs, planning, grant administration and compliance, loan portfolio management and underwriting and residential real estate or an equivalent combination of education, training, and experience.

Housing Manager Supplemental Questionnaire

* 1. What is your highest level of education?

- ☐ Masters Degree or higher
- ☐ Bachelors Degree
- ☐ Associates Degree
- ☐ High School or GED
- ☐ Less than HS

* 2. How many years of CDBG and HOME project and program experience do you possess for this specific position?

- ☐ No relevant experience
- ☐ Less than 3 years of experience
- ☐ 3 to 4 years of experience
- ☐ 5 to 8 years of experience
- ☐ 9 to 12 years of experience
- ☐ More than 13 years of relevant experience

* Required Question