



**CITY OF CLEARWATER**  
invites applications for the position of:

## **Housing Manager**

---

**SALARY:** \$63,496.19 - \$70,000.00 Annually

**OPENING DATE:** 09/22/16

**CLOSING DATE:** 10/13/16 11:59 PM

### **POSITION DESCRIPTION:**

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 as well as those funded by Florida's State Housing Initiatives Partnership (SHIP) Program. The manager will perform project management, compliance, and reporting functions to meet federal, state and other program regulations. The manager will have supervisory responsibilities of a small team of professional affordable housing subject matter experts. The employee will work under the administrative direction of the Economic Development and Housing 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 CDBG and HOME 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 required 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;
- Evaluates housing programs for 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, policies and 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;

Manages a team of two (2) professionals to achieve success with respect to duties and responsibilities identified above.

## MINIMUM QUALIFICATIONS:

Graduation from an accredited four (4) year college or university with a Bachelor's degree in Business or Public Administration, Urban Planning, Real Estate, Finance or a closely related field, two (2) years of supervisory experience, and five (5) years of administrative experience in management and compliance of federal and state grant programs (specifically CDBG, HOME and SHIP). Experience 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.

---

The City of Clearwater is Equal Opportunity Employer  
APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.myclearwater.com>

Position #2016-00115  
HOUSING MANAGER  
CS

100 South Myrtle Avenue  
Clearwater, FL 33756  
727-562-4870 x0  
[humresweb@myclearwater.com](mailto:humresweb@myclearwater.com)

---

### 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 relevant work experience do you possess for this specific position?

- ☐ No relevant experience
- ☐ 1 year of experience
- ☐ More than 1 but less than 2 years
- ☐ More than 2 but less than 4 years
- ☐ More than 4 but less than 6 years
- ☐ More than 6 but less than 8 years
- ☐ More than 8 but less than 10 years
- ☐ More than 10 years of relevant experience

3. For the technical skills noted below, check each area for which you have moderate to extensive experience.

- ☐ CDBG Program
- ☐ HOME Program
- ☐ SHIP Program
- ☐ Real Estate Development
- ☐ Affordable Housing Development
- ☐ Mortgage Lending or Loan Servicing
- ☐ Contract Management
- ☐ Grant Administration
- ☐ Use of IDIS
- ☐ Supervisory/Personnel Management
- ☐ Little or no experience in the areas noted above

\* Required Question