



## JOB DESCRIPTION

### Economic Development Manager

Date Prepared: September, 2016

**SUMMARY:** Under administrative direction, manages and oversees the daily operations of the City's housing programs. Work responsibilities extend to serving as the Grants Administrator for all state and federal housing funds; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Create and/or revise all housing programs based on community needs; oversee the implementation of housing programs; create and/or revise program manuals, as necessary.
- Review and recommend the approval of eligible applicants for housing programs.
- Prepare correspondence, staff reports, tracking logs, worksheets, and other documents; review and approve of housing applications.
- Utilize U.S. Department of Housing and Urban Development (HUD) reporting systems to include the Integrated Disbursement and Information System (IDIS) and Disaster Recovery Grant Reporting System (DRGR) systems; review and approve draws; manage all housing grant funds; prepare required reports for both state and federal grants.
- Review and revise correspondence and forms for housing programs; verify draws and request wires; review and recommend approval of housing-related documents, including contracts, invoices, utilities, journal entries, department charges, and related items.
- May negotiate selling or purchasing prices; negotiate listing agreements for the terms of sale or acquisition.
- Provide training to staff, consultants, lenders, realtors, and residents.
- Respond to residents/client inquiries.
- Research information and/or provides direction to the appropriate City department for assistance.
- Supervise subordinate staff; set work priorities, create work schedules, provide training, conduct performance evaluations, and recommend commendation or discipline of employees.
- Maintain confidentiality of work-related issues and City information; perform other duties as required or assigned.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

Bachelor's degree in Public or Business Administration or a closely related field AND five years professional housing administration experience INCLUDING one year of supervisory or management experience.

**Knowledge of:**

- City policies and procedures.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of contract administration.
- Principles and practices of public housing administration.
- Principles and practices of marketing.
- Grants administration principles and guidelines.
- Principles and practices of accounting.
- Principles and practices of project management.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, businesses, external public and private agencies and the general public; applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. May be required to lift and carry items weighing up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and attend night meetings after regular working hours.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Officer

\_\_\_\_\_  
Date