



CITY OF GREENSBORO  
invites applications for the position of:

## Community Development Analyst (Housing Rehabilitation Programs)

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| <b>SALARY:</b>       | \$56,066.00 -<br>\$67,279.00<br>Annually |
| <b>OPENING DATE:</b> | 03/05/20                                 |
| <b>CLOSING DATE:</b> | 04/05/20 11:59<br>PM                     |

### **DESCRIPTION:**

The City of Greensboro exists to partner with the community to build the desired quality of life for Greensboro. All of our actions are guided by our commitment to and measured by our success in building public trust and the future we and the community desires.

Critical to our success is maintaining a work environment which fosters employee commitment to public service and making a difference in the lives of our residents.

If this sounds like a purpose that you would like to share in, please consider the opportunity below.

### **Brief Description of Work:**

The City of Greensboro is seeking a dynamic and experienced Community Development Analyst (Housing Rehabilitation Programs) with strong leadership, public service and partner engagement skills. This supervisory level position is responsible for managing the City's Neighborhood Development Department's housing rehabilitation programs. The ideal candidate must have strong communications skills and the ability to engage elected officials, the general public and other city departments. This position provides day-to-day management and administration for all housing rehabilitation programs (including the City's Lead Hazard Reduction Program); demonstrates strong project and contract management skills; ensures compliance with all applicable program eligibility underwriting guidelines and regulatory requirements for housing being rehabilitated through the Housing Rehabilitation Program. This position is responsible for managing federally and locally funded rehabilitation programs and developing annual budgets and performance metrics to accomplish department objectives.

### **Duties and responsibilities will include:**

- Works closely with the Code Compliance Division to ensure homeowner assistance is provided to bring homes in compliance in a timely manner
- Ensures constant communication with homeowners, and contractors
- Oversees the coordination of all Single-Family Housing Rehabilitation and Lead Hazard Reduction Programs funded by the U.S. Department of Housing and Urban Development (HUD), local and housing bond funds
- Reviews and approves program applications and monitors the completion of the repair work

- Provides day-to-day leadership and supervision of a team consisting of a Housing Rehabilitation Project Coordinator, Housing Rehabilitation Specialist and Administrative Support Specialist
- Develops and oversees the client intake process that identifies homes to be rehabilitated along with annual budgets
- Works with nonprofit partners that administer home repair programs in collaboration with the City and in conjunction with established neighborhood revitalization plans
- Supervises the contractor recruitment and bidding process, directs the preparation of contract documents, Notices to Proceed and pre-construction meetings
- Provides ongoing evaluations of the Department's housing rehabilitation programs and submits program, policy, and guidelines changes to improve program efficiency, customer service and to make the various housing programs more responsive to community needs
- Position is required to regularly attend external meetings or industry conferences and engages in collaborative efforts with other divisions within the Neighborhood Development Department, other City departments, and State offices, nonprofit & for profit housing developers, community residents and other stakeholders.

**This job is Exempt and is not subject to the overtime provisions of the Fair Labor Standards Act.**

## **QUALIFICATIONS:**

### **Minimum Qualifications:**

- Bachelor's Degree **with** 4 or more years of experience involving housing rehabilitation programs
  - **Or** Associate's Degree **with** 6 or more years of experience involving housing rehabilitation programs
- 3+ years of Supervisory experience
- Intermediate Microsoft software experience (i.e. Word, Excel, or other program management systems)
- Valid Driver's License

### **Preferred Qualifications:**

- Experience managing housing programs funded with Federal, State and local funds, specifically, Community Development Block Grant (CDBG), HOME and Lead Hazard Reduction funds
- Construction project management and bidding experience
- Experience managing program budgets
- Experience with Federal reporting programs

To apply, please click [here](#).