

## **City of Allentown Position Description**

Class Title: Community Housing Manager  
Grade Number: 14N  
Department: Community and Economic Development  
Bureau: Community Housing Development  
Union: MESA

### **GENERAL PURPOSE**

This position is responsible for the coordination, planning and implementation of housing rehabilitation, blight removal and neighborhood revitalization projects. Must be knowledgeable of best practices in affordable housing and real estate development, construction management and housing rehabilitation finance.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Director of Community and Economic Development.

### **SUPERVISION EXERCISED**

Provides direct supervision of the Community Housing Development Staff; Community Housing Coordinator, Financial Specialist, Project Manager and Rehabilitation Specialist.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- (A) Conducts studies and assists in the development of strategies related to comprehensive planning, housing and community development;
- (B) Performs professional and administrative work to plan and to administer housing and neighborhood revitalization projects;
- (C) Prepares applications for federal and state funds to undertake housing and neighborhood revitalization projects and administers grants in accordance with funding agency requirements;
- (D) Gathers and interprets socio-economic, housing, and physical data on housing program needs and based on an analysis of this information, prepares reports and makes recommendations with regard to projects and programs;
- (E) Works with maps, charts, graphs and other visual aids including data processing;
- (F) Coordinates project activities with federal, state, and county agencies as well as

private and nonprofit partners involved in review and implementation of project activities;

- (G) Develops creative concepts for long range plans and makes studies of cost, ownership and other factors affecting feasibility;
- (H) Interacts with citizen groups, community based organizations and public boards, councils and commissions;
- (I) Performs related work in the fields of city planning and community development, as directed by senior staff;
- (J) Provides quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.

### DESIRED MINIMUM QUALIFICATIONS

#### Education and Experience:

- (A) Degree from a four year college or university in urban planning, real estate, or related field, preferably possession of a master's degree in planning or other job-related discipline; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities;
- (B) Experience with housing and community development planning and programming;
- (C) Experience with the implementation of federally funded housing or community development programs, affordable housing development financing, and real estate development or rehabilitation;
- (D) Possession of, or ability to obtain, a valid motor vehicle operator's license.

#### Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of the principles and practices of City planning;
- (B) Ability to analyze and systematically compile technical and statistical information and to prepare technical reports;
- (C) Ability to develop creative approaches to and concepts for planning and community development problems;
- (D) Ability to develop and maintain effective working relationships with employees, officials, other agencies, other jurisdictions and the general public;

- (E) Ability to evaluate planning proposals;
- (F) Ability to communicate ideas both in writing and orally;
- (G) Knowledge of research methodology and statistical procedures;
- (H) Ability to drive and to walk for several hours at one time to conduct field research;
- (I) Ability to undertake major assignments, such as project administration and monitoring, preparation of legislation or the design of new programs;
- (J) Ability to work with computers; proficient with standard data and word processing software;
- (K) Experience in using GIS software such as ArcGIS.

#### TOOLS AND EQUIPMENT USED

Requires intensive daily use of personal computer. Occasional use of digital camera, scanner, and plotter.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, computer, or controls; and reach with hands and arms. Frequent walking is required.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Employees are required to drive

and occasionally visit construction sites, and/or conduct neighborhood visual surveys.

Attendance at various evening meetings in and out of City Hall is required.

### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.