

City of Fort Worth, Texas Job Description

Classification Title	Housing Development Manager		
Job Code:	PR1631	Job Family:	Professional
Pay Grade	614	Date Reviewed:	06/16/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, supervises and coordinates the activities and operations of the Housing and Community Development Division. Develops and implements plans to ensure projects and programs that utilize federal funds or city incentives are delivered in a timely manner, within budget and in accordance with applicable federal or city laws.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Manages high profile economic and community development projects that utilize federal funds and city initiatives; provides financial analysis and presentations on proposed deals to Council or appropriate Board; makes recommendations regarding use of federal funds; negotiates contracts; and provides contract management.
3. Acts as Fort Worth Housing Finance Corporation (HFC) Administrator; presents projects to HFC Board; manages projects to ensure compliance with applicable regulations; manages the sale, purchase and lease of all City, HFC owned properties.
4. Ensures reimbursement requests submitted by public service agents are processed in a timely manner and in accordance with City contract and federal regulations.
5. Produces the annually submitted Action Plan to the US Department of Housing and Urban Development; and provides reporting for open activities in Integrated Disbursement and Information System.
6. Represents the department to other departments, elected officials and outside agencies at numerous local, regional, and state economic development and/or community development meetings; coordinates assigned activities with those of other departments and outside agencies and organizations; and manages interdepartmental teams to ensure completion of various project tasks.
7. Performs other related duties as required.

8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Operational characteristics, services and activities of grant programs and projects.
- Principles and practices of developing, operating, and managing business organizations, program development, implementation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations related to housing, grant programs and tax credits.
- Revitalization and redevelopment programs; employment growth areas within local business community.
- Community development principles and practices.
- Economic diversification and inner city revitalization assistance programs available from federal, state and local governmental agencies.
- Methods and techniques for interviewing and research.
- Strategic planning, business finance, real estate principles, business credit analysis, community development principles, urban planning principles, community organizing and outreach.

- **Skill in:**

- Business attraction, retention and expansion.
- Marketing.
- Contract/deal negotiations and financial analysis.
- Decision making and problem solving.
- Planning and implementation.
- Delivering presentations.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Respond to emerging development opportunities and problems.
- Oversee and participate in the management of a comprehensive housing program.
- Oversee, direct and coordinate the work of assigned subordinate employees.
- Select, supervise, train and evaluate subordinate employees.
- Manage conflict and seek resolution.
- Participate in the development and administration of division goals, objectives and procedures.
- Prepare and administer large program budgets.
- Negotiate agreements and create term sheets.
- Recommend and implement goals and objectives for providing business development services.
- Identify and respond to sensitive community, international or emerging technology business issues, concerns and needs.

- Analyze data and information; form conclusions; propose responsive actions.
- Prepare clear and concise reports, both oral and written.
- Interpret and explain City policies and procedures.
- Recommend and implement goals and objectives for providing economic diversification and community development services.
- Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Public Administration, Business Administration, Business Finance, Real Estate, Economics, Planning or a related field and five years of real estate development, community development, or other related experience, including two years of management and administrative responsibility.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.