

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Planning Services
Division of Planning
Classified, GRADE 13
FLSA exempt position

HOUSING & COMMUNITY DEVELOPMENT SUPERVISOR

GENERAL STATEMENT OF DUTIES: Oversees the activities of the community development projects in the county; administers the programs and projects of the Housing and Community Development Program in Kent County; does related work as required.

DISTINGUISHED FEATURES OF THE CLASS: This is a single class position responsible for the planning, preparation organizing and administration of the projects associated with this program. The incumbent uses professional judgment in the execution of duties; oversees the activities of a assigned staff. Reports to the Assistant Director.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative Only)

Coordinate the activities of the Housing and Community Development Program;
Write, administer, and monitor all funded programs associated with Community Development;
Approve all contractual payment to contractors;
Responsible for the 5-Year environmental assessment;
Maintain program and project records as required;
Serve as staff member to the Kent County Community Development Advisory Committee; Meet with towns to develop Community Housing and Development plans and projects;
Verify contractor billing for compliance with contract, project budget, and program guidelines;
Process contractor invoices;
Prepare program status reports to various State and Federal agencies and to the Planning Director;
Compile construction specifications and monitors progress for compliance with contract;
Conduct bid meetings, reviews bids and monitors contractors for compliance with Federal labor standards provisions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of construction

practices; thorough knowledge of state and local building, electrical, mechanical and plumbing codes and regulations; thorough knowledge of the various programs provided by the department; considerable ability to deal with contractors and low and moderate income persons; considerable ability to write clear and concise work specifications; considerable ability in establishing and maintaining effective relationships with subordinates, other agencies and the public and in supervising the work of staff; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's degree from accredited college or university in architecture, engineering, or related field with considerable experience in the home construction field with some experience in home remodeling; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgment

REV.12.10.91
rev. 7/1/94
rev. 1/11/99
Rev. 07/01/00
Rev. 07/01/02
Rev 07/01/15