

Title: Housing & Community Development Supervisor
Department: Planning Services
Division/Office: CDBG Section



Grade 2122; FLSA Exempt position; Category: Classified; Job Code: HCDSUP; Rev.:07/01/2021

General Description

The purpose of this grant funded position is to supervise the activities of the community development projects and administer the programs and projects of the Housing and Community Development Program.

This position works independently, under limited supervision, reporting major activities through regular meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules. maintains standards. monitors status of work in progress. inspects completed work assignments. answers questions. gives advice and direction as needed.
- Coordinates the activities of the Housing and Community Development Program.
- Writes, administers, and monitors all funded programs associated with Community Development.
- Approves all contractual payment to contractors.
- Responsible for the 5-Year environmental assessment.
- Maintains program and project records as required.
- Serves as staff member to the Kent County Community Development Advisory Committee. Meet with towns to develop Community Housing and Development plans and projects.
- Verifies contractor billing for compliance with contract, project budget, and program guidelines.
- Process contractor invoices.
- Prepares program status reports to various State and Federal agencies and to the Planning Director.
- Compiles construction specifications and monitors progress for compliance with contract.
- Conducts bid meetings, reviews bids and monitors contractors for compliance with Federal labor standards provisions.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires a Bachelor's degree in engineering, construction management, project management or related major; supplemented by six (6) years of progressively responsible experience in residential construction and remodeling or related field; or equivalent combination of education, training, and experience.

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Additional Requirements:

Thorough knowledge of construction practices; thorough knowledge of state and local building, electrical, mechanical and plumbing codes and regulations; superior 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.

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.

Americans with Disabilities Act 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 fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; 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; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement