

DEPUTY DIRECTOR FOR BUILDING & HOUSING

The City of Harrisburg is seeking a highly motivated individual to fulfill the responsibilities of Deputy Director for Building and Housing in the Department of Building and Housing. The Deputy Director for Building and Housing administers the City's U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG), Home Investment Partnership Grant (HOME), and Emergency Solutions Grant (ESG). The Deputy Director is also responsible for organizing and administering all other state, federal, and local grants and programs. This position reports to the Director of Building and Housing and assists the Director in overall housing program administration within the department. Since various grant programs are constantly changing, the work calls for a high level of initiative in the administration of programs where funding applications are highly competitive, guidelines are few and/or vague, and reporting requirements are stringent. This is a management, FLSA-exempt position.

Qualified applicants must have extensive experience in the administration of HUD programs, including supervisory experience and college graduation in a job-related field. A master's degree from an accredited college or university and five (5) years of experience in public administration or a related field, or a bachelor's degree from an accredited college or university and ten (10) years of experience in public administration or a related field, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities will be considered. Valid PA Driver's License, Class C, or equivalent is also required.

The salary range is \$60,000.00 to \$65,000.00 annually depending on qualifications, plus excellent fringe benefits.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.com. **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.

Eric Papenfuse, Mayor

www.harrisburgpa.gov

JOB TITLE:**GRADE: M-32**

Deputy Director for Building and Housing
Department of Building and Housing

DEFINITION:

The Deputy Director for Building and Housing administers the City's U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG), Home Investment Partnership Grant (HOME), and Emergency Solutions Grant (ESG). The Deputy Director is also responsible for organizing and administering all other state, federal, and local grants and programs. This position reports to the Director of Building and Housing and assists the Director in overall housing program administration within the Bureau. Since various grant programs are constantly changing, the work calls for a high level of initiative in the administration of programs where funding applications are highly competitive, guidelines are few and/or vague, and reporting requirements are stringent. General supervision is exercised over all Bureau staff. This is a management, FLSA-exempt position

JOB LOCATION/EQUIPMENT:

Work is performed at the Rev. Dr. Martin Luther King, Jr. City Government Center. Field work at project sites and frequent weekend, evening and holiday work is required. Periodic travel to conferences and meetings is essential. A wide range of office, computer, communications and records storage and retrieval equipment is necessary for daily use.

ESSENTIAL FUNCTIONS:

Develops and coordinates all CDBG, HOME, ESG, and other grant assisted program activities. Develops and maintains timely responses to all HUD annual reports such as the Annual Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), Contract and Subcontract Activity Report, Section 3 Summary Report, Semi-Annual Labor Standards Enforcement Reports, and HUD LEAD Quarterly Progress Reports. Develops working procedures and priorities, and coordinates the activities of personnel involved. Oversees grant applications, environmental reviews and Federal Housing/Equal Opportunity compliances. Keeps abreast of progress on all phases of rehabilitation execution activities, making periodic visits to projects, initiating improvement and coordinating the various aspects of the program with other activities of the City. Keeps records and prepares periodic and special reports. Confers with various City departments on housing grant matters and maintains continuing liaison with City officials. Oversees the preparation of bid invitations and resulting agreements for project implementation. Oversees management of sub-recipient agreements and performances. Evaluates monthly program performance/progress by project and prepares comprehensive reports. Trains, reviews assignments and counsels subordinates on difficult and unusual housing problems. Holds public hearings related to applications for federal grants. Investigates and resolves citizens' complaints. Attends City Council, community organization, and similar meetings. Routinely seeks

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ESSENTIAL FUNCTIONS (CONT.):

out funding alternatives to continue services in spite of diminishing funds. Manages personnel activity within the department. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a safe and productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and general public. Completes all assignments in an efficient, consistent and timely manner.

NON-ESSENTIAL FUNCTIONS:

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of the HUD Integrated Disbursement and Information System (IDIS), including but not limited to, Activity Setup, Activity Funding, Drawdowns, Accomplishments Reporting, Security and Data Access, Reports, Project, and Consolidated Plan/Action Plan.
- Comprehensive knowledge of the principles and practices of community development activities, including, but not limited to, infrastructure, economic development projects, instillation of public facilities, housing rehabilitation, public services, clearance/acquisition, microenterprise assistance, code enforcement, and homeowner assistance.
- Thorough knowledge of urban economics, municipal finance, and urban sociology.
- Thorough knowledge of the principles and practices of public administration and affirmative action,
- Ability to plan, assign, supervise, and evaluate the work of subordinates.
- Ability to analyze and oversee the compilation of technical and statistical information and to prepare technical reports.
- Demonstrated ability to evaluate the feasibility of alternatives to programs and activities in relation to costs, trends and social impacts.
- Ability to develop and maintain effective working relationships with employees, officials, other agencies, contiguous and overlapping jurisdictions, community organizations and the general public.
- Thorough knowledge of federal and state regulations, reporting requirements and audits.
- Ability to analyze and exercise sound judgment in making recommendations for action plans.
- Excellent oral and written reporting skills as well leadership skills.

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QUALIFICATIONS:

Extensive experience in the administration of HUD programs, including supervisory experience and college graduation in a job-related field. A master's degree from an accredited college or university and five (5) years of experience in public administration or a related field, or a bachelor's degree from an accredited college or university and ten (10) years of experience in public administration or a related field, or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Valid PA Driver's License, Class C, or equivalent.