

TOWN OF HAMDEN
Community Development Manager
Mayoral Appointment

Excluded from Classified Service
Department: Community Development

Non-Bargaining Unit
Salary: \$80,000.00

Position Overview:

This is a very responsible position charged with oversight of the Town's CDBG office, Community Services Department and the Youth Services Department along with general oversight of the Keefe Center Building. This position will be the point-person handling Community Development Block Grant responsibilities and related activities.

Supervision Received:

Receives executive direction from the Mayor.

Supervision Exercised:

Provides general direction to Community Services Coordinator and Youth Services Coordinator; may supervise employees of a lesser grade as directed.

Examples of Essential Job Duties:

Plans and promotes outreach activities to residents of the CDBD target area(s), other eligible groups and individuals including local community-based organizations related to the department's programs and newly identified needs of residents and related organizations. Works with various community-based organizations such as Neighborhood Revitalization Zones committees or related non-profit organizations, civic associations and the Community Development Advisory Commission. Prepares program guidelines and applications for all programs offered by the department.

Prepares and submits the Annual Action and the five (5) year Consolidated Plans to HUD. Responsible for the operation of the HUD IDIS (Integrated Dispersement and Information System). Monitors the performance and compliance of all programs and agencies funded through the Community Development Block Grant funds. Responsible for all statutory administrative areas i.e. labor compliance, equal opportunity, procurement, fair housing, fair rent, etc. related to the federal CDBG programmed other federal programs that the town is funded with. Responsible for correspondence, annual, quarterly and interim reports to HUD and perform research in the areas of Community and Economic Development. Collaborate with the Director of Economic and Community Development on specific other community and economic development projects within target neighborhoods. Maintains grant records; establishes and maintains grant and loan procedures. Complete required documentation and drawdowns under HUD requirements.

Responsible for the managerial and administrative oversight of the Community Services Department as well as the Youth Services Department including programmatic development implementation and evaluation. Performs other related duties as required.

Minimum Qualifications Required:

Bachelor's degree from an accredited college or university in Public Administration, Urban Studies, Human Services, Business Administration or a closely related field of study and five (5) years of progressively responsible experience working in the areas of community development, economic development and/or housing, administering community development grants and significant managerial experience supervising a professional human services staff (including planning, implementing and evaluating municipal programs and municipal project outcomes), or a Masters degree in Public Administration or Urban Studies or a closely related field of study and three (3) years of progressively responsible applicable managerial experience.

Knowledge Skills, & Abilities:

Demonstrated skill and ability in budget management, including related computer and application software skills including the Integrated Dispersement and Information System (IDIS); ability to communicate and work effectively with community-based organizations; ability to establish positive relationships with population served; ability to administer grants and applicable reporting and compliance; knowledge of community development activities and municipal regulations, policies and procedures; ability to monitor grant opportunities and analyze them in terms of Town needs and prepare and submit appropriate grant applications, demonstrated skills in writing and analysis, ability to act decisively in accordance with governmental and non-governmental rules, regulations, policies and procedures.

License or Certificate: A Connecticut Motor Vehicle Operator's License is required.

Physical/Mental Exertion/Environmental Conditions: Works in office setting subject to continuous interruptions. May be required to lift and move light to medium weights, i.e., manuals, files, office supplies, etc. Must be able to work under stress from demanding deadlines and changing priorities and conditions. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms.

Note: the above description is illustrative of tasks and responsibilities. It is not meant to be inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Approved by the Civil Service Commission on January 17, 2017.