

**CLASS TITLE: CHIEF, OFFICE OF HOUSING AND
COMMUNITY DEVELOPMENT**

**Class Code: 02716200
Pay Grade: 38
EO Code : A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan and direct the organization and operation of the Office of Housing & Community Development within the Division of Planning; to be responsible for establishing the programs, procedures and regulations required by statute in the operation of the office and to coordinate these activities and collaborate with interested parties, in the area of housing and community development, to include: property owners/operators, citizens in the effected areas, state department and agencies, local or regional development authorities and state and federal agencies; to be responsible for the development of required programs, establishment of office goals and objectives and the continuous administration of the programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Associate Director, Division of Planning with wide latitude for the exercise of independent judgment within the procedures established in the department and the policies and plans adopted by the State Planning Council and the Housing Resources Commission.

SUPERVISION EXERCISED: Plans, coordinates, supervises, reviews the work of the sections that comprise the Office of Housing & Community Development (Community Development, Home Ownership, Homelessness and Emergency Services, and Performance and Evaluation); supervises the work of technical and clerical staff; coordinates the activities of the Office of Housing & Community Development with other units of the Division of Planning, the Housing Resources Commission and with other agencies as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan and direct the organization and operation of the Office of Housing & Community Development within the Division of Planning.

To be responsible for establishing the programs, procedures and regulations required by statute in the operation of the office and to coordinate these activities and collaborate with interested parties in the area of housing and community development, to include: property owners/operators, citizens in the effected areas, state department and agencies, local or regional economic development authorities and state and federal agencies.

To be responsible for the development of required programs, establishment of office goals and objectives and the continuous administration of the programs.

To plan, assign, supervise and review the work of a staff engaged in administering housing and community development programs and conducting studies thereon.

To identify, analyze, and advise the Associate Director Division of Planning and the Housing Resource Commission in the development, promotion and implementation of housing and community development policies, plans and other recommendations through executive actions and orders, budgets, legislation and other means.

To prepare an annual work program and estimate of costs within guidance provided by the Associate Director, Division of Planning, and when approved, to execute the work program within the staff, time, and other constraints stated therein.

To identify, analyze, and advise the Associate Director, Division of Planning to determine operational, project and program goals and objectives to establish and administer the necessary scope of action,

general policies and work schedules for projects and programs, and to supervise the execution of assignments.

To analyze, evaluate and advise the Associate Director, Division of Planning of topics for which systems plans are required in order to address a matter of concern to the state or to comply with a federal requirement.

To prepare and provide status reports on the work of the Office of Housing & Community Development to the Associate Director, Division of Planning, the Housing Resource Commission, State Planning Council, and other individuals and groups as required, using text, statistical, graphic and other appropriate methods.

To serve on committees and task forces representing the Division of Planning and the Associate Director.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, methods, techniques, practices and policies of professional planning as it relates to housing and community development programs and ancillary research at the state level and the ability to apply this knowledge to the management of housing and community development policies and programs in, community development, homelessness, homeownership, and program performance and evaluation; a thorough knowledge of the current economic conditions affecting housing and community development programs; a thorough knowledge of state and federal housing and community development programs and regulations; the ability to oversee work in progress and on completion to insure that professional standards and statutory, regulatory and technical requirements are met; the ability to compile and analyze a variety of technical information relating to housing and community development and regional planning; the ability to present completed work in an understandable manner to diverse audiences; the ability to plan and organize work, utilize staff and other resources efficiently and effectively, coordinate operations, with interested parties, and achieve the intended results within time and budgetary limitations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Planning, Public Administration, Business Administration or a closely related field; and

Experience: Such as may have been gained through: employment with supervisory and management responsibilities in planning or governmental administration, or project or program design and operation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 20, 2005