



Montgomery County Community Development Manager

SALARY	\$40.06 Hourly \$83,324.80 Annually	LOCATION	451 W. Third St., OH
JOB TYPE	Full-time Regular	JOB NUMBER	05182
DEPARTMENT	Community & Economic Development	OPENING DATE	06/26/2023

Position Overview

Management level in community and economic development under general managerial direction of the Director of Community & Economic Development requiring extensive knowledge of the community political system and business community in order to provide overall administration of the community development/housing division, supervise Community Development staff and other assigned staff. Performs a variety of professional duties and responsibilities included in administering, coordinating, implementing, and ensuring program and performance compliance of federal, state, and local grant programs for community development and affordable housing. This includes the administration of the County's Community Development Block Grant (CDBG) and HOME programs.

Summary of Job Duties

Provides overall direction of division, develops plans, policies and procedures to facilitate implementation of programs and services, develops priority goals and objectives, prepares and monitors budget, evaluates programs and provides technical advice and interpretation of applicable federal and state guidelines, laws and procedures, directs overall operations, (e.g. approves expenditures of funds relevant to program and service areas, , implements needed changes in policies, procedures and programs, directly supervise subordinate staff, oversees the community development housing process, maintains clear communication with the director and staff and open communication and with elected and non-elected representatives or jurisdictions, develops strong communication with HUD area office, provides technical assistance to community groups and individuals to assist in their overall understanding of grant programs.

Ensures compliance with HUD programs, including interpretation of federal and state regulations and polices on programmatic and administrative matters. Coordinates and prepares submission of Annual Action Plan and Consolidated plan to HUD, as well as required reports.

Minimum Qualifications and Requirements

Master's degree in business administration or community planning or public administration or urban studies and two (2) years related experience, or a Bachelor's degree in business administration or community planning or public administration or urban studies and five (5) years related experience. National Development Finance certification or Certified Economic Developer certification (CED) through The International Economic Development Council) or other accredited Economic Development association – **OR alternative, equivalent evidence of the Minimum Class Requirements.**

Must have and maintain current valid Ohio driver's license with acceptable driving record.

Agency

Montgomery County

Address

451 West Third Street, 9th Floor

Dayton, Ohio, 45422

Website

<http://www.mcoho.org>

Community Development Manager Supplemental Questionnaire

***QUESTION 1**

What is the highest level of education that you have completed?

- High School Diploma or GED
- Some College
- Associates Degree
- Bachelors Degree
- Masters Degree or Higher
- Juris Doctor

***QUESTION 2**

Do you currently possess a valid driver's license and proof of insurance?

- Yes
- No

***QUESTION 3**

How many years of experience do you have in involving and implementing community development programs?

- None
- Less than 1 year
- More than 1 year but less than 2 years
- More than 2 years but less than 4 years
- More than 5 years but less than 6 years
- More than 6 but less than 7 years
- More than 7 years

***QUESTION 4**

How many years of experience do you have in management?

- None
- Less than 1 year
- More than 1 year but less than 2 years

- More than 2 years but less than 4 years
- More than 5 years but less than 6 years
- More than 6 years

* Required Question