



City of Akron
Housing Rehabilitation Manager

SALARY	\$42.74 - \$66.13 Hourly \$88,891.67 - \$137,547.44 Annually	LOCATION	Akron, OH
JOB TYPE	Permanent	JOB NUMBER	2024-E-1-063
DEPARTMENT	Neighborhood Assistance	DIVISION	Housing and Community Services - 907
OPENING DATE	01/12/2024	CLOSING DATE	Continuous

Definition

Plans and directs all phases of neighborhood rehabilitation programs including citizen participation, inspections, loans and grants, and rehabilitation. Works under the general administrative and policy direction of the Deputy Service Director and with reference to applicable federal, state, and local regulations.

Characteristic Work

Plans and directs various rehabilitation programs. Establishes goals and objectives for urban renewal rehabilitation projects and prepares applications for survey and planning grants and loans for prospective and community rehabilitation.

Determines appropriate course of action to meet established goals of various grant programs. Plans and directs the work of a professional staff engaged in executing the rehabilitation aspects of federally assisted community development, urban renewal, and code enforcement projects. Ensures subordinate employees adhere to City and departmental policies, procedures, rules, and regulations. Ensures excellent customer service is provided. Identifies potential funding sources to support City initiatives. Coordinates and/or conducts monitoring visits and inspections of HOME funded units. Plans and directs the conduct of surveys to determine required home improvements, feasibility of property rehabilitation, and the eligibility of property owner for direct federal urban renewal grants or loans. Directs the rehabilitation staff in assisting property owners to determine extent of improvements required and resulting costs, selecting contractor, and awarding contracts. Directs staff in submitting and processing federal application for grants and loans, preparing work write-ups and specifications, and securing bids from local contractors. Directs the evaluation of contractor progress, including inspecting accounting records for adherence to regulations and maintaining escrow accounts. Upon completion of construction, ensures property has met all required rehabilitation standards. Secures releases of all liens of property following completion, makes loan settlements and transfers loans for servicing. Coordinates with other City departments and divisions to develop and implement rehabilitation strategies. Drives to various sites to conduct meetings and attend training. Serves as principal source of information and represents the City in rehabilitation matters at the community, state, and federal levels. Provides status updates to superiors, administration, and City Council. Secures community support through regular community exposure to aid in project execution and success. Uses personal computer and other standard office equipment to prepare reports, review spreadsheets, and keep abreast of current trends and compliance requirements at the state or local levels. Responsible for division workforce administration including determining proper staffing levels, promoting safety training, coaching, performance evaluations and fostering proactive team environment. Performs related work as required.

Minimum Qualifications

Graduation from an accredited college or university with a baccalaureate degree and a minimum of five years of paid experience in housing rehabilitation programs under urban renewal and community development including a minimum of three years of management paid experience, or an equivalent combination of paid experience and training. THE EQUIVALENCY STATEMENT MEANS THAT YOU MAY SUBSTITUTE UP TO 50% OF PAID EXPERIENCE WITH RELATED TRAINING. Possession of a valid State of Ohio driver's license.

Extensive knowledge of the principles, practices, and techniques of rehabilitation. Extensive knowledge of federal, state, and local laws, policies, regulations, and objectives governing or bearing on rehabilitation programs including, but not limited to, Community Development Block Grant and HOME regulations. Considerable knowledge of residential and commercial construction, remodeling and contracting. Considerable knowledge of property rehabilitation standards, building and remodeling specifications. Considerable knowledge of urban renewal, community development and rehabilitation programs and local building and housing codes and standards. Exceptional ability to plan, organize, coordinate, and manage a diverse and comprehensive rehabilitation program.

Exceptional ability to establish and maintain effective relationships with federal, state, and regional officials and the public. Ability to secure community support. Ability to effectively communicate verbally and in writing. Ability to plan, direct, manage, monitor, and coordinate projects and lead and supervise personnel. Ability to operate personal computers and standard office equipment. Ability to safely operate a motor vehicle. List of essential job functions available upon request.

Competitive Examination Process

This is a non-competitive examination. Candidates who meet the qualifications and requirements listed in the announcement may participate in the interview process.

Candidates must meet the qualifications and requirements listed in the announcement at the time of examination and at the time of appointment.

DRIVER'S LICENSE: An applicant having a valid driver's license from another state will be accepted conditionally provided that, if selected, an Ohio Driver's License must be obtained prior to appointment. Candidates having six or more points on their driving record at the time of appointment will be disqualified from further consideration.

NOTE: YOU ARE RESPONSIBLE FOR CHECKING YOUR APPLICATION STATUS THROUGHOUT THE STEPS IN THE SELECTION PROCESS BY VIEWING YOUR GOVERNMENTJOBS.COM ACCOUNT. IF YOU HAVE ANY QUESTIONS OR ARE UNABLE TO CHECK YOUR STATUS ON LINE, YOU MAY CALL THE DEPARTMENT OF HUMAN RESOURCES AT 330-375-2720.

Email correspondence generated from our system will be sent from info@governmentjobs.com. To ensure you receive important communication from our office, be sure to make this address a safe sender.

The City of Akron is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex/gender, sexual orientation, gender identity, genetic information, religion, age, disability or military status in employment or the provision of services.

Applicants are required to meet the minimum qualifications for the position with or without an accommodation. If you are a qualified applicant with a disability, please notify the Department of Human Resources at least one week prior to interviewing/testing if requesting a reasonable accommodation for the interviewing/testing process.

Agency

City of Akron

Address

Municipal Building Room 102
166 S. High Street
Akron, Ohio, 44308

Phone

330-375-2720

Website

<http://www.akronohio.gov/personnel>

Housing Rehabilitation Manager Supplemental Questionnaire

*QUESTION 1

Did you graduate from an accredited college or university with a baccalaureate degree? If yes, you must upload a copy of an official transcript or degree to assist in determining eligibility.

- Yes
 No

*QUESTION 2

Do you possess a valid driver's license?

- Yes
 No

*QUESTION 3

List your driver's license number and the issuing state:

*QUESTION 4

Do you currently have six or more points on your driver's license?

- Yes
 No

*QUESTION 5

Is your driver's license currently suspended?

- Yes
 No

*QUESTION 6

For the purpose of verifying my eligibility for positions requiring a valid driver's license, I authorize the City of Akron to obtain a consumer report from OPENonline to investigate my driving history for traffic violations and suspensions. I

understand that I have a right to request disclosure of this consumer report under the Fair Credit Reporting Act. To print out a summary of your rights under the Fair Credit Reporting Act go to:

https://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf. Copies of the summary are also available from the City of Akron Department of Human Resources at 330-375-2720.

I consent

I do not consent (I understand that I will not be considered for positions requiring a valid State of Ohio driver's license)

* Required Question