

CITY OF SALINAS

COMMUNITY DEVELOPMENT ADMINISTRATIVE SUPERVISOR

BARGAINING UNIT/CLASS CODE:

AMPS / D19

DEFINITION

Under general direction, to plan and supervise the activities the administrative activities of the division; and provide professional, technical and administrative staff assistance to the Division Head (Planning Manager), including conducting specific and comprehensive analyses of policies, processes, systems and procedures; and providing specific financial oversight and budget administration of the City's federal HUD funds, (e.g., Community Development Block Grant and HOME).

DISTINGUISHING CHARACTERISTICS

This is a single position classification, characterized by the responsibility to provide administrative support to the Housing Division in performing administrative support, supervision management duties, assist in budget preparation and administration and perform special research and projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Division Head (Planning Manager). Exercises direct or indirect supervision over technical or clerical staff.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Provide highly responsible administrative and technical staff assistance. Prepare and monitor department, division, CDBG, HOME and other HUD grant budgets. Prepare and write draft contracts, agreements, grants, ordinances and other documents. Manage assigned departmental grants, contracts, programs, projects and activities in accordance with applicable policies, processes, rules and regulations. Oversee monitoring and evaluation programs for activities funded with division resources. Prepare progress reports and perform periodic reviews on assigned projects, as needed. Research, analyze and prepare recommendations regarding programs and services. Analyze, interpret and explain City policies and procedures to City staff members, outside agency representatives, and members of the public. Investigate and prepare reports on specific requests and complaints pertaining to the Housing Division. Prepare and present City Council reports as assigned. Collect and analyze data on existing programs and procedures; conduct surveys and prepare proposals to meet established goals and objectives, including financial, staffing and organizational requirements. Review proposed legislation or regulatory changes and prepare recommendations. Prepare administrative and technical modifications to existing department rules, programs, processes and materials as directed. Represent the department or division on projects involving other City departments, outside agencies, community and business groups as required. Assist in the coordination of department/division activities. Supervise, train, evaluate and discipline assigned staff. Promote and maintain safety in the workplace. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
COMMUNITY DEVELOPMENT ADMINISTRATIVE SUPERVISOR (continued)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

QUALIFICATIONS

Knowledge of:

Principles and practices of public administration and community development, including federal Community Development Block Grant and HOME programs. Principles and practices of municipal governmental budget and finance. Principles, methods and practices of personnel management, including employee training, labor relations and equal employment opportunity/affirmative action. Research techniques, sources and availability of information; and methods of report preparation and presentation. Principles and practices of organizational and program analysis, management and auditing. Principles of mathematics and statistics. Operation of personal computers with proficiency using word processing and spreadsheet programs.

Ability to:

Communicate clearly and concisely, orally and in writing. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service. Analyze a variety of complex and detailed administrative data and make sound policy and procedural recommendations. Accurately interpret information and make decisions in accordance with rules, regulations, policies and procedures. Write and produce detailed and complex reports using computer-assisted technology. Make public presentations to a wide-range of large and small audiences. Produce timely, quality results on a variety of complex assignments. Establish and maintain effective working relationships with others. Supervise, train, evaluate and assist in disciplining assigned staff.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelors Degree from an accredited college or university with major course work in urban planning, business administration, or a closely related field, plus four years of recent progressively responsible experience in urban planning, community development or public administration.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date: _____

**ORIG: 03-95, REV: 11-01, REV: 6-04,
REV: 2-07, REV: 08-10**