

# Washtenaw County

## JOB DESCRIPTION

**Job Code: 3205**  
**Authorization: 07-0132;**  
**11-0122, AA3/23/16**  
**Employee Group: 4100**

**CLASS TITLE: HOUSING AND INFRASTRUCTURE MANAGER**  
**DEPARTMENT: Community and Economic Development**  
**FLSA STATUS: Exempt**

### **JOB SUMMARY**

Directs plans, organizes, supervises and provides day to day management and implementation of comprehensive, County-wide housing, economic development and community revitalization programs which establishes and applies policies and procedures for economic, social and physical development. Creates and implements community and economic development programs and projects. Plans and administers the federally-funded Community Development Block Grant, HOME, Weatherization and other programs. Performs related work as assigned.

### **EXAMPLES OF DUTIES**

#### **Essential Duties:**

- Plans, organizes, directs, reviews and evaluates the work of assigned staff. Assists in the selection of personnel and provides for their training and professional development.
- Interprets applicable laws and regulations and City and County policies to subordinates.
- Develops and manages the City and County budgets related to Housing & Community Infrastructure.
- Serve as primary liaison to external bodies that have policy and funding authority for areas within Community & Economic Development. These include the City of Ann Arbor and the Washtenaw Urban County.
- Program and project management tasks involving the identifying and management of project teams, including community leaders and project managers, implementation teams; the development of detailed work scopes and action strategies; metrics, communication of status and results and effectively managing budgets, contracts, and communications with applicable projects and programs.
- Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staff, facilities, equipment, productivity and policy and procedure modification. Develops budgets and makes recommendations to Director.
- Prepares and submits various reports to regulatory agencies and other organizations. Maintains accurate records and files.

- Coordinates with HUD, MSHDA, local governments and other relevant public and private agencies regarding community and economic development activities.
- Coordinates with private sector agencies on activities to facilitate funding resources and projects.
- Prepares RFPs, RFQs, contracts, and board and council resolutions as required.
- Develops underwriting standards for real estate transactions, determines project feasibility, assesses risks and benefits, provides expert analysis of real estate transactions, and works with legal counsel to develop legal documents.
- Research, write, and submit incentives and grants to support the development, design, and implementation of projects identified by the Department and Washtenaw County.
- Prepares and submits various reports to regulatory agencies and other organizations. Maintains accurate records and files.
- Provides information and assists in writing, designing and developing reports to the program in which assigned. Researches and compiles a variety of information and data, analyzes alternatives and makes recommendations for implementation.
- Provides direction and oversight for the housing and infrastructure programs, including staff supervision, contract negotiations and technical review.
- Coordinates with other County and City agencies and departments in the administration of on-going community development related programs and activities.
- Uses standard office equipment in the course of the work. May drive a County or personal vehicle in the course of the work.
- Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified

## **EMPLOYMENT QUALIFICATIONS**

### **Knowledge, Skills, and Abilities:**

- Administrative principles and practices, including goal setting, and program development and administration.
- Principles and practices of employee supervision.
- Contract negotiation and administration and the development and administration of grant funded projects.
- Applicable federal, state and local laws and regulations.

- Research, data analysis and report preparation techniques.
- Computer applications related to the work.
- Basic principles of budgetary administration and control.
- Standard office practices, including the operation of standard office equipment.
- Interpersonal and communication skills (written and oral) to interact effectively with individuals and agencies involved in related programs.
- Planning and directing the work of others and training others in work procedures.
- Performing professional level planning work including project development and implementation.
- Interpreting, applying and explaining complex laws, policies and regulations.
- Setting priorities, coordinating multiple projects and meeting critical deadlines.
- Using sound, independent judgment within established policy and procedural guidelines.
- Preparing clear, concise and effective written materials.
- Directing the maintenance of and maintaining accurate records and files.
- Representing the City and the County and making effective presentations to governmental, business and community groups.
- Entering and retrieving information from a computer with sufficient speed and accuracy to perform the required work.

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#### **LICENSES/CERTIFICATIONS**

Possession of a valid Michigan Driver's license required.

#### **PHYSICAL DEMANDS**

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations

**EDUCATION**

Possession of a Bachelor's degree with major coursework in an appropriate field such as Urban Planning, Public Policy, Public Administration, or Social Work. Possession of a Masters degree in an appropriate field is desirable.

**EXPERIENCE**

Four (4) years of professional level experience, preferably in a public agency setting. Prior lead or supervisory experience is desirable.

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