

**CITY OF BLOOMINGTON
HUMAN RESOURCES DEPARTMENT
401 N MORTON STREET
BLOOMINGTON, IN 47404
812/349-3404
812/349-3446 FAX
HRMAIL@BLOOMINGTON.IN.GOV**

**REGULAR FULL-TIME ASSISTANT DIRECTOR,
HOUSING AND NEIGHBORHOOD DEVELOPMENT**

POSITION DESCRIPTION

Oversees coordination of the Community Development Block Grant (CDBG) process; assists with the oversight of the housing counseling program, including providing housing counseling to individuals. Supervises the response and resolution of citizen complaints as they relate to weeds, trash, and snow removal. Assists with the Rental Inspection Program, as needed. Attends departmental boards and commission meetings, as needed. Supervises the front line staff in their daily activities.

EDUCATION

Bachelor's Degree in Public Administration, Business Administration, or related field or equivalent combination of work experience and educational training which provides required skills and knowledge.

TRAINING/SKILLS

Demonstrates concise and effective communication skills and technical writing ability. Thorough working knowledge of municipal ordinances and federal and state building codes and administrative rules; the ability to interpret and apply regulations to a variety of specific cases. Thorough knowledge of complaint resolution procedures, legal notice requirements, due process procedures, citation authority, and general municipal practices and procedures. Basic knowledge of construction management; the ability to oversee rehabilitation projects. Thorough understanding of construction finance and pro forma analysis. Ability to interpret and apply federal laws and regulations dealing with community and economic development programs. Ability to plan and schedule a wide variety of complicated tasks, applying good time management skills. Ability to administer state and federal programs and local government budgeting procedure. Ability to operate standard office equipment. Thorough knowledge of the housing market and industry practices and finance issues.

EXPERIENCE

Minimum three to five years working in a government environment or experience in implementing governmental programs. Supervisory experience. Knowledge of and experience in implementing the federal CDBG and HOME programs.

LICENSE

Ability to legally operate a motor vehicle.

HOURS

Monday-Friday, 8 a.m.-5 p.m., overtime, as required.

SALARY

\$62,500-\$64,182

ANYONE WISHING TO APPLY FOR THIS POSITION MAY DO SO BY FAX, EMAIL, OR AT CITY HALL, HUMAN RESOURCES DEPARTMENT, 401 N MORTON STREET, SUITE 230. **OPEN UNTIL FILLED.**

**AN EQUAL OPPORTUNITY EMPLOYER
La Igualdad De Oportunidades De Empleo Es La Ley.**

The City of Bloomington does not discriminate on the basis of race, color, sex, ancestry, marital status, sexual orientation, gender identity, national origin, citizenship status, religion, age, veteran status, housing status and disability status in employment or the provision of services.

The City of Bloomington validates authorization to work using eVerify. The City will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's I-9 form to confirm work authorization.