

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3658

TITLE: RESIDENTIAL & FACILITIES DEVELOPMENT MANAGER

GRADE: S-29

DEFINITION:

Under general direction of the Executive Director of the Community Services Board, plans, implements, and manages all residential and facility site development and resource development activities for the CSB system and assists affiliated community-based organizations; supervises a team of professional staff and develops all department strategic planning documents related to site development and participates with local, state, and federal planning process and grant applications; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Residential & Facilities Development Director class is a unique class in CSB.

ILLUSTRATIVE DUTIES:

Plans, manages, and coordinates department's community residential and facility site development, long-range program site planning, resource development, and grant management;

Oversees projects during all stages of development from planning, funding, leasing and acquisition, architectural and space planning, and renovation, through operations and property management phases;

Represents department in meetings with CSB Board members, CSB senior management, various County departments, private vendors, citizen groups, the Board of Supervisors, and a wide range of community organizations involved with homelessness, human services and affordable housing development;

Participates in financial decision-making and asset management of residential leases, major construction and renovation of sites;

Carries out community-wide planning involving public and private agencies, community based organizations, Boards, Authorities, and Commissions;

Provides technical support to private sector vendors involved in residential and site development;

Responds to Federal, State, and local legislation and regulation as it affects disability issues, fair housing and the Americans with Disabilities Act;

Supports Board in developing policies, plans and strategies affecting the maintenance and expansion of services through appropriate site development;

Responsible for the CSB Residential and Facilities Site Plan and the CSB submission to the Capital Improvement Program Plan;

Represents CSB on workgroups and taskforces at the local, state, and federal level;

Supervises team of staff responsible for all aspects of residential leasing, site selection, renovation and new construction of facilities used by the CSB.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of Federal, State and local legislation and regulations as they pertain to disability issues, fair housing and the Americans with Disability Act;

Considerable knowledge of the long-range planning, site planning, resource development and grant management that goes into community residential and facility site development;

Considerable knowledge of all relevant funding streams as well as private sector funding mechanisms;

Considerable ability to communicate effectively both verbally and in writing;

Knowledge of building codes, zoning and construction principles;

Knowledge of the principles and methods of financial management;

Ability to establish and maintain effective working relationships with CSB Board members, CSB senior management, various County departments, private vendors, citizen groups, the Board of Supervisors, a wide range of community organizations involved with homelessness;

Ability to analyze legislation, land use regulations, building codes and key issues affecting the development of human service sites;

Ability to develop policy on behalf of the department;

Ability to supervise subordinate personnel and project teams:

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Graduation from an accredited college or university with a bachelor's degree in planning, architecture, engineering, public or business administration or a closely related field:

PLUS

Five years of progressively responsible experience in managing residential and facilities development projects, which includes one year of experience in supervisory or lead capacity.

NECESSARY SPECIAL REQUIREMENTS:

Positions in this class will be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter.

ESTABLISHED: June 20, 2006

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